

# FINANCIAL MANAGEMENT

*The Financial Management Department is a team committed to quality. We believe in dependable and efficient customer service delivered in a helpful, timely and responsive manner. We strive to provide effective leadership through innovative solutions consistent with professional and legal standards, personal integrity and the public trust.*

## **Key Contacts**

Michael A. Killebrew  
Acting Director of Financial Management  
City Controller/Budget Manager  
Acting City Treasurer

Pamela Wilson-Horgan  
Commercial Services Manager

David M. Wodynski  
Budget Management Officer

333 West Ocean Boulevard, Lobby Level, 5<sup>th</sup> Floor and 6<sup>th</sup> Floor  
Long Beach, California 90802  
Phone: (562) 570-6237  
Fax: (562) 570-5260  
[www.longbeach.gov](http://www.longbeach.gov)

## Department Goals and Related Services

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### **Goal 1    Ensure the safety and security of the City's assets.**

#### **Strategic Plan Goal**

**B1, B3, B4, B5**

#### **Service/Program**

Business Cooperation Program  
CalPERS Legislation and Board Actions  
Cash, Debt and Investment Management Services  
Deferred Compensation Services  
Payroll/Personnel Services  
Revenue Tracking and Reporting

### **Goal 2    Provide the financial resources necessary to support the goals and operations of City departments.**

#### **Strategic Plan Goal**

**B5, E1**

#### **Service/Program**

Accounting - Payroll, General, Grants and Capital Projects  
Accounts Payable  
Administer and Monitor Assessment Districts  
Business License Services  
City Billing and Collection Services  
Monitor State and Federal Legislation  
Financial Systems Support  
Parking Citations Processing Services  
Preferential Parking Permits Program  
Purchasing Services  
Revenue Program - Generating, Collecting, Retaining and Recovering Revenues  
Utility Billing and Collection Services

### **Goal 3    Develop sound financial strategies for business decisions.**

#### **Strategic Plan Goal**

**B5**

#### **Service/Program**

Cash Management Policies and Systems  
Coordination of Annual Budget Preparation  
Debt Management Strategy Development  
Implement and Monitor Adherence to City Council Adopted Financial Policies  
Investment Strategy Development  
Develop and Monitor City's Budget  
Preparation of Long-Range Financial Plan  
Revenue Strategy Development

## Department Goals and Related Services

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**Goal 4 Actively support the local business economy.**

**Strategic Plan Goal**

**B1, B4, B5**

**Service/Program**

Business Community Financial Advisory Services

Business Improvement District Revenue and Debt Management

Business License Services

**Goal 5 Provide efficient and effective administrative support to Department operations to ensure optimal service delivery.**

**Strategic Plan Goal**

**N/A**

**Service/Program**

General Administrative Services

Monitor State Activities

Safety Program

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Business Growth and Workforce Development**

- Began implementation of the City Council's financial policies, and with the cooperation of the City Council's outside budget advisor, began to develop a set of procedures to institutionalize these policies.
- Implemented automated Preferential Parking Permit billing system.
- Implemented system to pay parking citations over the Internet or through an automated telephone process.
- Received the California Society of Municipal Finance Officers (CSMFO) Certificate of Award for Outstanding Financial Reporting.
- Implemented the Self-Service Center on the City's website allowing utility customers to complete utility transactions on-line.
- Saved the City \$400,000 in debt service bond payments through the refunding of Navy Promissory Notes.
- Implemented a new call management system for utility services to replace the antiquated and failing older system.
- Improved the FY 04 Annual Budget document with an expanded City Manager's Budget Message, Performance Management Initiatives section and the inclusion of departments' Business Plan and program information.
- Began the development of the first ICMA multi-year Financial Management Trend Analysis for the City.
- Implemented a new bid management system that enables the Purchasing Division to send email notification to registered suppliers about upcoming bids specific to their service and commodity.
- Implemented local preference purchasing program to support local suppliers.
- With the Mayor, City Council, City Manager and City Attorney, worked with State Legislature and the Governor to protect local government revenues.
- Participated in and/or staffed many of the City's optimization efforts:
  - Fleet Study
  - Fire Service Level Review
  - Code Enforcement/Nuisance Abatement
  - Workers' Compensation Business Process Improvement Steering Committee
  - Integrated Information System Committee
  - Contracting Committee

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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- Began negotiating a new contract with Southern California Edison to reduce the costs of Meter Reading Services (from monthly to bi-monthly meter reading).
- Upgraded the City's budgeting and accounting management systems.
- Collaborated with the City Manager's staff to develop the Proposed Updated Three-Year Financial Strategic Plan and conduct the Budget Summit II workshop.
- Developed "Budget 101", a community orientation on the City's annual budget development process and contents of the budget document.
- Initiated citywide review of fees and charges.
- Worked with the Department of Community Development and the City Manager to find solutions to Housing Authority funding issues, with minimal impact to the families served by the Housing Authority.
- Held two outreach workshops for local-, minority- and women-owned businesses covering several topics, including how to do business with the City, instructions on how to sign up to receive bid notifications, and suggestions for maximizing contacts with the City.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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The Department continues to provide accurate financial information and has maintained prompt support of other City departments and the community despite a high number of personnel vacancies and continued budget reductions.

### **Opportunities**

- Continue support of City efforts to protect local governments' resources as the State addresses its financial problems.
- Continue to implement cost control measures across City departments.
- Ensure ongoing City Manager-directed review of the City's debt and investments to minimize cost and maximize revenue.
- Assist departments with improving revenue monitoring and collections processes.
- Develop a strategic methodology for closing budget gaps while minimizing cuts to core City services.
- Improve internal and external customer service and training.
- Work with local businesses to encourage self-accrual of sales/use tax.
- Expand access to customers through automated systems that will provide 24-hour billing and payment support.
- Implementation of the new local business purchasing preference program.
- Openly support the City Manager in reviewing/optimizing department operations, including billing functions, ambulance billing, business license processing, payroll functions and purchasing processes.

### **Challenges**

- Balancing the City budget and eliminating the General Fund and Tidelands Fund structural deficits.
- Developing alternative financing options to meet City capital requirements.
- Existing State and Federal legislative policies and issues.
- The consistent threat to City revenue from State budget balancing efforts.
- Ensuring continued compliance with changing Federal regulations of deferred compensation plans.
- Developing sound revenue forecasting when the local and regional economy is impacted by state and national issues.
- Continuing to meet parking citation, transient occupancy tax and business license tax compliance with reduced staff.
- Restructuring of staff assignments to mitigate staffing cuts.

## Year Two Implementation – Three-Year Financial Strategic Plan

### Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACTS
<p>Restructure and Consolidate Operations and Reduce Staffing Levels (\$422,000)</p> <ul style="list-style-type: none"> <li>▪ Transfer Diversity Outreach Division to Community Development</li> <li>▪ Eliminate Special Projects Bureau</li> <li>▪ Eliminate seven positions department-wide and reduce overtime</li> <li>▪ Further restrict travel and training</li> <li>▪ Curtail purchase of supplies and equipment</li> </ul>	<p>Increases the workload of staff. Negatively impacts the Department's ability to keep current with changes in PERS legislation, procedures, regulations, and to maximize sales tax revenue. Also restricts Department's ability to cross-train and develop staff, provide additional analyses during the budget season and fiscal year-end. Lastly, staffing reductions may impact processing payments and responding to customer inquiries.</p>
<p>Contractual and Debt Cost Savings (\$416,000)</p>	<p>There is no anticipated impact on City services.</p>
<p>Increase Various Parking Citation Penalties to Reflect Rates Assessed in Other Communities (\$420,000)</p> <ul style="list-style-type: none"> <li>▪ Increases on over 20 Parking Citation rates</li> <li>▪ Raise Parking Citation late penalty fee from \$30 to up to a maximum of \$50</li> </ul>	<p>Aligns fees with current industry standards and more closely covers costs incurred. As a result, fewer parking violations may occur.</p>
<p>Increase Late Fees on Utility Bills to More Closely Reflect Other Jurisdictions and Full Cost Recovery (\$408,000)</p>	<p>Increased fees will encourage timely payment of utility bills. Until compliance is achieved, increased revenue will offset additional City costs for collection activities.</p>



# Financial Management & Citywide Activities Summary

Citywide activities are included on the Financial Management Department and Citywide Activities Summary page. This summary includes Financial Management's operating budget as well as the following activities: "XC" Citywide contains certain citywide revenues, transfers and expenditures that are not linked to a specific operating department. Citywide receipt of property taxes and citywide payments for Pension Obligation Bonds are examples. "XI" contains interfund transfers for the indirect cost allocation plan. "XJ" Joint Powers Authority contains expenditures for City-involved joint power activities.

The second Department summary page strictly includes the Department of Financial Management's operating budget.

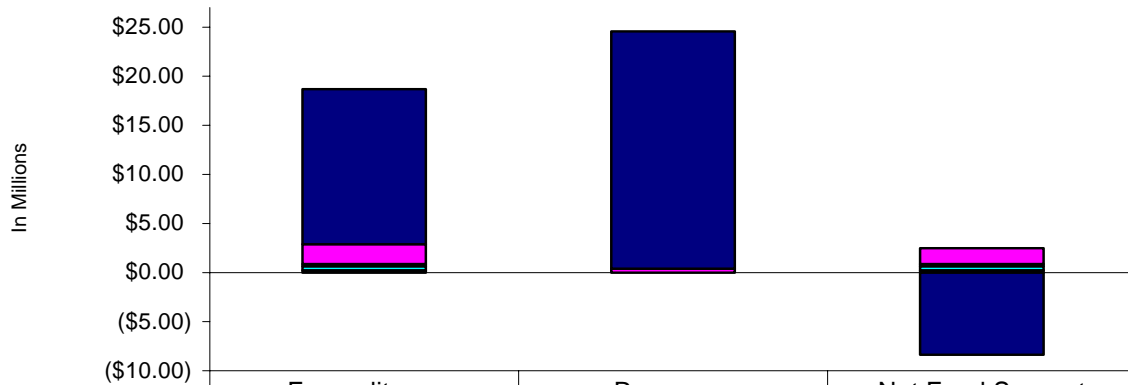
	<b>Actual FY 03</b>	<b>Adopted* FY 04</b>	<b>Adjusted FY 04</b>	<b>Year End** FY 04</b>	<b>Adopted* FY 05</b>
<b>Expenditures:</b>					
Salaries, Wages and Benefits	116,429,088	128,580,545	128,580,545	123,383,509	173,578,521
Materials, Supplies and Services	62,438,268	54,981,026	57,442,595	54,020,114	52,151,207
Internal Support	10,425,409	10,480,883	10,480,883	10,250,144	10,333,939
Capital Purchases	8,822,964	50,000	50,000	703,205	-
Debt Service	30,634,936	40,033,598	51,628,598	45,729,883	44,144,473
Transfers from Other Funds	35,234,217	28,643,770	29,139,518	23,770,804	26,155,769
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>263,984,883</b>	<b>262,769,822</b>	<b>277,322,139</b>	<b>257,857,660</b>	<b>306,363,908</b>
<b>Revenues:</b>					
Property Taxes	53,330,797	56,735,000	56,735,000	55,677,155	61,483,000
Other Taxes	126,162,349	119,721,024	119,721,024	121,297,304	110,776,494
Licenses and Permits	1,861,516	1,002,000	1,002,000	643,693	1,945,000
Fines and Forfeitures	160,238	109,650	126,087	456,156	192,155
Use of Money & Property	20,594,472	24,078,030	24,078,030	25,690,822	23,106,989
Revenue from Other Agencies	45,768,049	51,080,860	51,080,860	43,055,014	61,577,779
Charges for Services	24,421,761	25,974,572	25,974,572	26,821,157	26,318,006
Other Revenues	4,429,455	3,249,361	3,249,361	4,713,657	4,568,086
Interfund Services - Charges	141,492,137	168,154,190	168,154,190	152,506,942	219,363,106
Intrafund Services - GP Charges	7,614,035	7,555,409	7,555,409	7,637,080	7,721,935
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	857,361	-	11,595,000	11,595,000	-
Operating Transfers	68,698,177	58,565,994	58,565,994	65,648,198	62,570,949
<b>Total Revenues</b>	<b>495,390,345</b>	<b>516,226,090</b>	<b>527,837,527</b>	<b>515,742,177</b>	<b>579,623,499</b>
<b>Personnel (Full-time Equivalents)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Financial Management Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	10,053,536	10,893,470	10,893,470	9,598,718	11,570,110
Materials, Supplies and Services	3,951,126	3,594,216	3,873,224	4,281,964	3,476,494
Internal Support	4,014,519	4,088,812	4,088,812	3,869,471	3,855,211
Capital Purchases	(180)	50,000	50,000	3,000	-
Debt Service	196	-	-	21,250	-
Transfers from Other Funds	(330,292)	(331,330)	(331,330)	(246,266)	(202,869)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	17,688,904	18,295,168	18,574,176	17,528,137	18,698,946
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	8,430,454	9,165,217	9,165,217	9,283,923	9,616,000
Licenses and Permits	159,486	252,000	252,000	278,579	245,000
Fines and Forfeitures	160,238	109,650	126,087	444,518	192,155
Use of Money & Property	22,929	-	-	7,836	1,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,522,340	1,679,572	1,679,572	2,144,076	1,883,006
Other Revenues	756,755	1,524,198	1,524,198	1,072,756	1,595,713
Interfund Services - Charges	9,981,017	10,147,423	10,147,423	10,133,423	9,635,467
Intrafund Services - GP Charges	1,305,062	1,246,436	1,246,436	1,328,107	1,412,962
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	22,338,281	24,124,496	24,140,933	24,693,219	24,581,303
<b>Personnel (Full-time Equivalents)</b>	172.86	162.62	162.62	162.62	154.66

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Accounting Bureau Summary

## Services Provided:

Management and maintenance of the City's financial systems and processes.  
 Coordination and oversight of City payroll.  
 Preparation of management and annual audited financial reports.

## Service Improvement Objectives:

Communicate the Annual Audited Financial Statements.  
 Complete the annual financial reports by March 31, 2005 for all entities.  
 Bill and receive grant funds within 30 days of eligibility.  
 Successfully implement new accounting standards.  
 Implement new financial system software release.

Note: In FY 05, Accounting Bureau will be combined with the Budget Bureau to form the Budget and Accounting/City Controller Bureau.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of days to process vendor payments	30	30	30	28	-
# of financial system training classes	125	125	125	125	-
% of CIP billings processed within 30 days	99%	99%	99%	99%	-
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,824,567	2,904,123	2,904,123	2,551,013	-
Materials, Supplies and Services	404,985	395,156	485,814	359,620	-
Internal Support	990,556	964,224	919,647	874,342	-
Capital Purchases	-	-	-	-	-
Debt Service	196	-	-	1,450	-
Transfers From Other Funds	(139,948)	(166,961)	(166,961)	(70,224)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,080,356	4,096,542	4,142,622	3,716,201	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	19,958	-	-	6,937	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,954	-	-	2,275	-
Other Revenues	490	-	-	2,774	-
Interfund Services - Charges	398,772	412,772	412,772	398,772	-
Intrafund Services - GP Charges	597,469	500,000	500,000	581,670	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,018,642	912,772	912,772	992,428	N/A
<b>Personnel (Full-time Equivalents)</b>	45.25	41.00	41.00	41.00	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Budget and Accounting/City Controller Bureau Summary

## Services Provided:

Management and maintenance of the City's financial systems and processes.  
 Coordination and oversight of City payroll.  
 Preparation of annual audited financial reports and development/implementation of the City's Annual Budget.  
 Monitor adherence to City Manager fiscal policies and budget.  
 Monthly reporting to City Council on budgetary and financial performance.

## Service Improvement Objectives:

Complete the annual financial reports by March 31, 2005 for all entities.  
 Bill and receive grant funds within 30 days of eligibility.  
 Successfully implement new accounting standards.  
 Prepare interim financial reports and produce financial updates.  
 Continue to work with departments and others to increase understanding of the City's finances and budget.

Note: Accounting and budget operations will combine to form the Budget and Accounting/City Controller Bureau.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of days to process vendor payments	-	-	-	-	30
# of financial system training classes	-	-	-	-	115
% CIP billings processed in 30 days	-	-	-	-	99%
# of City staff trained on budgeting	-	-	-	-	75
# of public presentations	-	-	-	-	40
# of Council letters reviewed	-	-	-	-	500
# of personnel requisitions reviewed	-	-	-	-	450
<b>Expenditures:</b>					
Salaries, Wages and Benefits	-	-	-	-	5,231,382
Materials, Supplies and Services	-	-	-	-	537,393
Internal Support	-	-	-	-	231,740
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	(38,500)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	-	-	-	-	5,962,015
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	2,100
Other Revenues	-	-	-	-	15
Interfund Services - Charges	-	-	-	-	466,261
Intrafund Services - GP Charges	-	-	-	-	605,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	1,073,376
<b>Personnel (Full-time Equivalents)</b>	N/A	N/A	N/A	N/A	61.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Administrative Services Bureau Summary

## Services Provided:

Provide internal administrative services to the Department of Financial Management and provide purchasing services to all City departments.

## Service Improvement Objectives:

Participate in a minimum of 10 local business meetings.

- \* To conduct 30 one-on-one consultations with diverse suppliers on how to do business with the City of Long Beach.
- \* To conduct 18 diversity outreach training sessions on the City's procurement process.
- To create 850 Blanket Purchase Orders (BPOs) to facilitate more efficient purchasing practices.
- To conduct 2 Citywide recyclable/environmentally preferable product educational training sessions.

- \* Business and Diversity Outreach has been transferred to Community Development effective October 1, 2004.

Note: In FY 05, the Administrative Services Bureau will be downgraded to the Administrative Services and Purchasing Divisions.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of local business meetings	New	10	10	12	-
# of one-on-one consultations	New	30	30	36	-
# of outreach training sessions	8	18	18	12	-
# of Blanket Purchase Orders (BPOs)	650	850	850	830	-
# of recyclable/environmental training sessions	2	2	2	2	-
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,348,982	1,393,523	1,393,523	1,197,703	-
Materials, Supplies and Services	68,399	93,313	96,591	56,958	-
Internal Support	(584,163)	(619,821)	(640,702)	(489,118)	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(98)	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	833,120	867,015	849,413	765,544	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	1,444	-	-	159	-
Interfund Services - Charges	66,297	67,489	67,489	67,489	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	67,741	67,489	67,489	67,648	N/A
<b>Personnel (Full-time Equivalents)</b>	19.00	17.00	17.00	17.00	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Budget Management Bureau Summary

## Services Provided:

Coordinate preparation of the City's annual budget. Provide internal oversight of the City's Financial Strategic Plan.  
Monitor City departments' adherence to City Manager fiscal policies and budget.

## Service Improvement Objectives:

Prepare interim financial reports and produce financial updates.  
To provide at least 100 department personnel with Citywide budget training.  
Continue to work with the Mayor, City Council, City Manager, City departments and others to help the general public understand the City's finances and budget.  
Work to improve the budget document for enhanced user readability and understanding.

Note: In FY 05, the Budget Bureau will combine with the Accounting Bureau to form the Budget and Accounting/ City Controller Bureau.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of City staff trained	54	100	75	75	-
# of public presentations	2	2	2	40	-
# of budget awards received	2	2	2	2	-
# of Council letters reviewed	500	500	500	500	-
# of personnel requisitions reviewed	1,076	800	500	500	-
<b>Expenditures:</b>					
Salaries, Wages and Benefits	519,385	677,200	677,200	627,460	-
Materials, Supplies and Services	14,821	16,325	17,109	15,783	-
Internal Support	114,666	123,646	109,440	101,533	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	648,872	817,170	803,749	744,776	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	N/A
<b>Personnel (Full-time Equivalents)</b>	7.00	7.00	7.00	7.00	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Commercial Services Bureau Summary

## Services Provided:

Provide quality centralized billing, collection and customer service functions for the City including utility departments, business licenses, parking citations, ambulance transports and false alarms. Manage revenue received from billings and perform banking functions.

## Service Improvement Objectives:

- To exceed a collection rate of 82 percent on City-issued parking citations.
- To exceed a 3.0 productivity ratio of revenue/expenditures for Business License Inspectors.
- To process and deposit 95 percent of funds tendered within 24 hours of receipt.
- To exceed an annual collection rate of 75 percent of all miscellaneous billings for City services.
- To resolve 99 percent of all utility billing customer issues within the Commercial Services Bureau.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Parking Citations collection rate	82%	82%	82%	80%	82%
License Inspector Revenue/Expense productivity ratio	3.8	3.0	3.0	3.9	3.0
% of payments processed within 24 hours	87%	95%	95%	95%	95%
Average misc. billings collection rate	73%	75%	75%	75%	75%
% of utility customer problems resolved	99.8%	99%	99%	99%	90%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	4,502,144	5,084,503	5,084,503	4,501,220	5,451,605
Materials, Supplies and Services	2,792,757	2,593,129	2,630,893	2,988,581	2,509,940
Internal Support	3,377,778	3,505,562	3,208,150	2,981,291	3,273,684
Capital Purchases	(180)	50,000	50,000	3,000	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	152	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	10,672,499	11,233,194	10,973,546	10,474,245	11,235,229
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	8,430,454	9,165,217	9,165,217	9,283,923	9,616,000
Licenses and Permits	159,486	252,000	252,000	278,579	245,000
Fines and Forfeitures	160,238	109,650	126,087	444,518	192,155
Use of Money & Property	2,972	-	-	899	1,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	113,938	186,200	186,200	267,401	379,200
Other Revenues	646,453	1,474,198	1,474,198	1,030,225	1,545,698
Interfund Services - Charges	9,515,949	9,667,162	9,667,162	9,667,162	9,169,206
Intrafund Services - GP Charges	707,593	746,436	746,436	746,437	807,962
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	19,737,082	21,600,863	21,617,300	21,719,145	21,956,221
<b>Personnel (Full-time Equivalents)</b>	91.06	88.33	88.33	88.33	84.86

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Special Projects Bureau Summary

## Services Provided:

The Special Projects Bureau monitors and responds to all Sales Tax and Public Employees Retirement System (PERS) related legislation issues, State Board of Equalization (SBE) and State of California PERS (CalPERS) Board meetings and supports the Budget, Treasury and Commercial Services bureaus. The bureau works to maximize sales tax revenue and protect existing revenue that is threatened by State legislation and SBE actions.

## Service Improvement Objectives:

Monitor and recommend City positions on State legislation and CalPERS Board actions regarding pension issues.  
Monitor and recommend City positions on State legislation and State Board of Equalization (SBE) actions concerning sales and property tax issues.

Support Director of Financial Management on special projects as assigned.

Work with local business to encourage self-accrual of sales/use tax.

Oversee planning and coordination of the 2004 California Society of Municipal Finance Officers State Conference to be held in Long Beach.

**Note: The Special Projects Bureau was eliminated in FY 05.**

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of pension legislation monitored	100%	100%	100%	100%	-
% of sales tax legislation monitored	100%	100%	100%	100%	-
# PERS related meetings coordinated and attended	4	2	2	2	-
# SBE issues monitored and testified to and board meetings attended	2	1	1	1	-
<b>Expenditures:</b>					
Salaries, Wages and Benefits	156,313	69,512	69,512	78,965	-
Materials, Supplies and Services	44,733	67,132	88,507	47,814	-
Internal Support	(89,320)	(21,625)	(21,625)	(18,032)	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Expenditures	111,726	115,019	136,394	108,747	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Revenues	-	-	-	-	N/A
<b>Personnel (Full-time Equivalents)</b>	1.75	0.49	0.49	0.49	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited



# Treasury Bureau Summary

## Services Provided:

To structure debt financing and manage outstanding debt obligations; to invest, manage and perform diagnostics on the City's and related agencies' operating and long-term portfolios; review and recommend enhanced cash policies; administer and monitor the City's assessment districts for collections/delinquencies; administer City's defined contribution plans; manage asset/debt management fee allocation structure, monitor major revenue sources, ensure compliance with City tax revenues, research and develop new revenue programs, and project revenue estimates.

## Service Improvement Objectives:

Manage outstanding City debt obligations to ensure compliance and determine potential refunding opportunities.

Maintain or improve the City's debt rating of Aa-.

Evaluate cash management techniques and systems that will enhance and improve cash management functions.

Ensure the credit rating of the City's Investment Pool at AAA+ and optimize returns on City's investment portfolio.

Compare investment returns to appropriate benchmarks while maintaining adequate liquidity.

Provide revenue estimates to Controller/Budget Bureau for Citywide activities and research/develop new revenue ideas.

Improve the City's 457 Deferred Compensation program to lower costs and provide options to employees.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Performance of short-term portfolio return to 91-day T-Bill benchmark	106%	100%	100%	105%	100%
Performance of long-term portfolio return to 1-3 year Treasury benchmark	86.1%	100%	100%	125%	100%
% of City funds invested	100%	100%	100%	100%	100%
Ratio of short-term/long-term funds	25/75	30/70	25/75	30/70	25/75
<b>Expenditures:</b>					
Salaries, Wages and Benefits	702,144	764,609	764,609	642,356	887,122
Materials, Supplies and Services	625,431	429,161	554,309	813,208	429,161
Internal Support	205,002	136,827	513,902	419,454	349,788
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	19,800	-
Transfers From Other Funds	(190,246)	(164,369)	(164,369)	(176,194)	(164,369)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,342,331	1,166,228	1,668,452	1,718,625	1,501,702
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,406,448	1,493,372	1,493,372	1,874,400	1,501,706
Other Revenues	108,368	50,000	50,000	39,599	50,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,514,816	1,543,372	1,543,372	1,913,999	1,551,706
<b>Personnel (Full-time Equivalents)</b>	8.80	8.80	8.80	8.80	8.80

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Budget Commentary

## SPECIAL ADVERTISING AND PROMOTIONS FUND Fund SR 133

CITYWIDE PROMOTION	FY 04 ADOPTED	FY 05 ADOPTED
Long Beach Convention and Visitors Bureau	* \$3,729,000	* \$3,729,000
Public Corporation for the Arts Support	150,000	150,000
Long Beach Junior Concert Band	137,500	100,000
General City Promotion and Special Projects	300,000	250,000
Special Events and Filming	**612,310	**652,213
<b>TOTAL</b>	<b>\$4,928,810</b>	<b>\$4,881,213</b>

The activities noted above are highlights of the Special Advertising and Promotions Fund and do not reflect all fund activities.

*Includes	\$3,579,000	Long Beach Convention and Visitors Bureau Activities
	115,000	Rose Parade Float
	<u>35,000</u>	Mayor and City Council Grand Prix Events
	\$3,729,000	

\*\*Includes \$35,000 to support the following City-sponsored events: Daisy Avenue Parade, Martin Luther King, Jr. Parade and Veterans Day Parade.

### OTHER CITYWIDE ACTIVITIES

Many citywide activities are budgeted in the XC, XE, XI, XJ and CM14/CM16 organizations; some examples include the following:

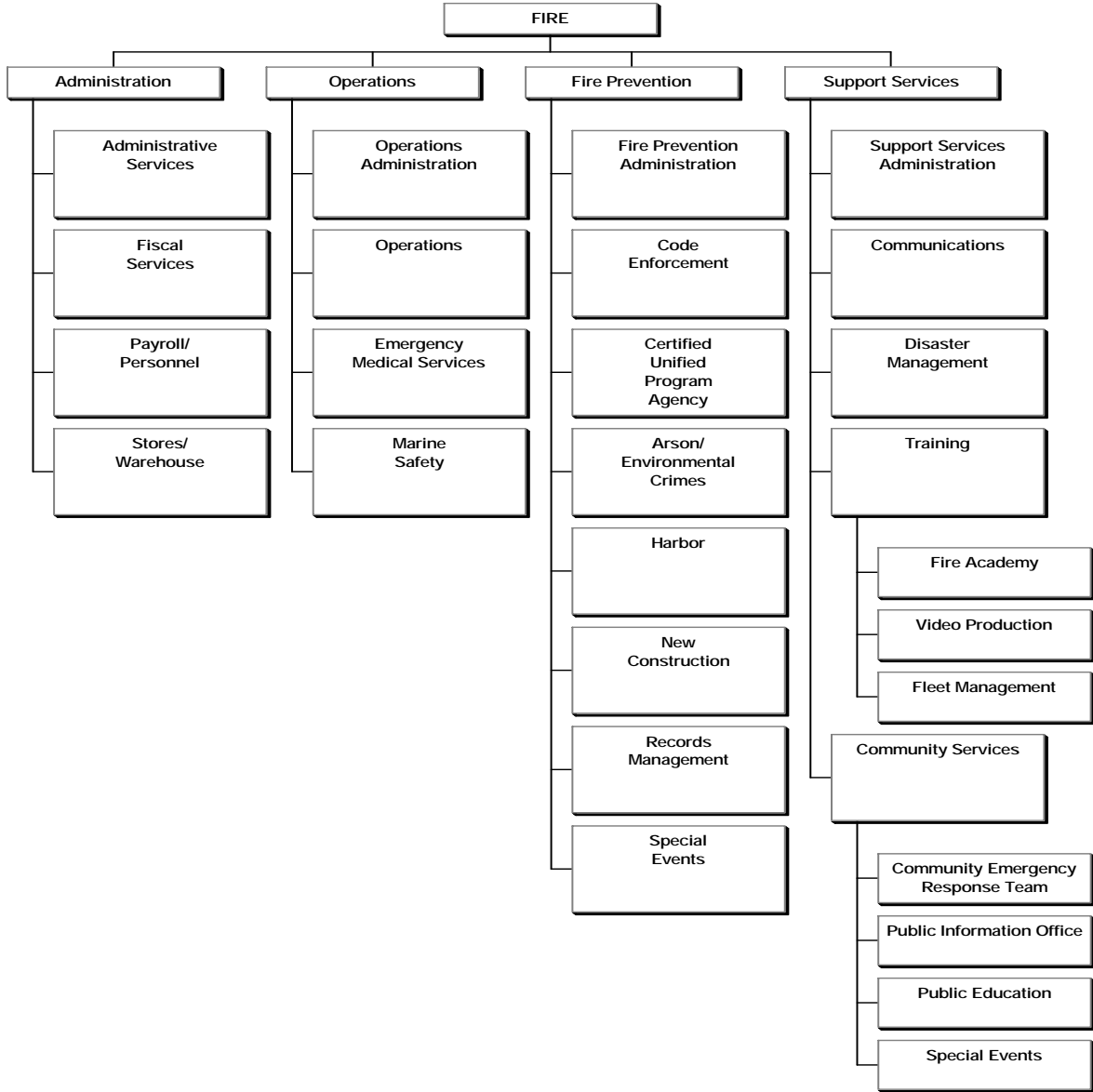
Police & Fire Pension	\$	5,425,000
General Fund Transfer to Capital Projects		3,242,359
Prop. A Transfer to Bus Company		4,768,000
City Arts Support - PCA		600,000
Business License Surcharge for CIPs		1,200,000
Debt Service-Tax Revenue Notes		800,000
Health and Human Services Support		297,334

# Financial Management Department Personal Services

<b>Classification</b>	<b>FY 03 Adopt FTE</b>	<b>FY 04 Adopt FTE</b>	<b>FY 05 Adopt FTE</b>	<b>FY 04 Adopted Budget</b>	<b>FY 05 Adopted Budget</b>
Director of Financial Management	1.00	1.00	1.00	151,516	151,516
Accountant II	1.00	1.00	-	50,729	-
Accountant III	11.00	11.00	12.00	693,284	743,500
Accounting Clerk II	6.00	4.00	3.00	132,070	104,877
Accounting Clerk III	8.00	8.00	8.00	315,572	315,572
Accounting Operations Officer	4.00	3.00	3.00	237,321	244,869
Accounting Technician	3.00	3.00	3.00	130,573	130,573
Administrative Analyst II	1.00	1.00	1.00	65,160	65,160
Administrative Analyst III	4.00	4.00	4.00	277,276	280,755
Administrative Analyst III - Confidential	4.00	4.00	5.00	281,496	341,900
Administrative Intern - NC/H39	0.80	0.80	0.80	25,151	25,165
Budget Management Officer	1.00	1.00	1.00	86,909	80,000
Business Services Officer	1.00	1.00	1.00	75,348	75,348
Buyer I	3.00	3.00	3.00	154,936	162,673
Buyer II	2.00	2.00	2.00	124,339	127,273
City Controller/Special Projects Manager	1.00	0.49	-	53,981	-
City Controller/Budget Manager	1.00	1.00	1.00	110,345	110,345
City Treasurer	1.00	1.00	1.00	111,221	111,221
Clerk II	1.00	-	-	-	-
Clerk III	1.00	1.00	1.00	30,971	32,090
Clerk Typist II	1.00	1.00	1.00	34,621	34,621
Clerk Typist III	3.00	2.00	3.00	75,176	100,232
Clerk Typist IV	1.00	1.00	1.00	35,435	31,162
Customer Service Representative II	21.00	16.00	14.00	543,454	491,713
Customer Service Representative II-NC	4.06	4.33	4.86	135,324	153,315
Customer Service Representative III	45.00	46.00	45.00	1,801,393	1,777,155
Customer Services Officer	1.00	1.00	1.00	75,348	75,348
Customer Services Supervisor I	7.00	7.00	6.00	343,547	288,614
Customer Services Supervisor II	3.00	3.00	3.00	141,313	150,922
Diversity Outreach Officer	1.00	1.00	-	81,363	-
Executive Secretary	1.00	1.00	1.00	49,108	49,108
Financial Services Officer	1.00	1.00	2.00	77,281	157,281
License Inspector I	3.00	3.00	3.00	133,547	133,987
License Inspector II	1.00	1.00	1.00	46,972	46,972
Manager-Accounting Operations	1.00	-	-	-	-
Manager-Administrative Services	1.00	1.00	-	90,037	-
Manager-Commercial Services	1.00	1.00	1.00	104,761	104,761
Payroll/Personnel Assistant II	2.00	2.00	1.00	75,176	37,588
Payroll Specialist I	3.00	3.00	3.00	137,457	131,085
Purchasing Agent	1.00	1.00	1.00	77,970	77,970
Revenue Officer	1.00	1.00	-	75,155	-
Secretary	4.00	4.00	3.00	158,738	114,376
Secretary - Confidential	1.00	1.00	1.00	34,621	40,430
Senior Accountant	3.00	3.00	3.00	190,610	199,837
Senior Accountant - Confidential	1.00	1.00	1.00	70,374	70,374
Systems Analyst I	2.00	2.00	1.00	101,360	50,680
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<b>Subtotal Page 1</b>	169.86	159.62	151.66	7,798,338	7,420,365

## Financial Management Department Personal Services

[illegible]



# FIRE

*We protect lives, property and provide  
for a safer community.*

## **Key Contacts**

David W. Ellis, Fire Chief

Annette A. Hough, Manager, Administration Bureau

Scott V. Giles, Deputy Chief (Fire Marshal), Fire Prevention Bureau

Alan M. Patalano, Deputy Chief, Operations Bureau

W. Brad Wilson, Deputy Chief, Support Services Bureau

925 Harbor Plaza, Suite 100  
Long Beach, CA 90802  
Phone: (562) 570-2510  
Fax: (562) 570-2506  
[www.longbeach.gov](http://www.longbeach.gov)

## Department Goals and Related Services

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	<u>Strategic Plan Goal</u>
<b>Goal 1 Save lives and property by responding effectively to emergencies</b>	<b>S3</b>
<u>Service/Program</u>	
Beach Safety	
Communications/Dispatch	
Emergency Assistance/Technical Rescue	
Fire Suppression	
Fire Training	
Harbor Services	
Hazardous Materials Response	
Medical Quality Improvement/Education	
“Mutual Aid” Services to Other Jurisdictions	
Pre-Hospital Medical Care	
Airport Services	
Waterway Safety	
<b>Goal 2 Save lives and property by providing effective prevention, education and preparedness services</b>	<b>S2, S3, S4</b>
<u>Service/Program</u>	
Criminal Investigations	
Disaster Preparedness	
Fire Code Enforcement	
Junior Lifeguard Program	
Public Education	
Special Events/Fire Prevention	
<b>Goal 3 Provide efficient and effective administrative support to Department operations to ensure optimal service delivery</b>	<b>S3</b>
<u>Service/Program</u>	
Department Administration	

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Community Safety**

- The Emergency Communications and Operations Center (ECOC), a new state-of-the-art facility designed to provide better response to disaster situations, became fully operational in October 2003. The Department was able to accomplish the move without any interruptions in the provision of emergency functions.
- As part of the Urban Area Security Initiative II Grant, the Department secured an additional \$5.6 million in grant funding to be used by various City departments and jurisdictions contiguous to the City of Long Beach. These funds will be used to better prepare the City for potential acts of terrorism.
- The Emergency Medical Services Division certified approximately 100 paramedics in Pediatric Advanced Life Support (PALS). This course teaches paramedics how to recognize and treat critically ill children.
- The Department continued its dedication toward providing the youth of our community with important safety information by providing the Fire Safety House to every third grade class in the Long Beach Unified School District. This is accomplished with the assistance of a group of dedicated volunteers.
- Utilizing a new video-based testing method to select fire recruits, the City was able to administer the test to over 5,500 applicants. This approach reduced costs and allows the City to conduct exams more frequently.
- To reduce injuries and property damage due to Fourth of July fireworks, a citywide campaign was carried out by the Fire and Police Departments to educate citizens of the hazards and penalties associated with fireworks.



## **Fiscal Year 2005 Department Opportunities and Challenges**

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### **Opportunities**

- A Fire Service Level Review study is being finalized to evaluate the service delivery methodology and identify service improvements and cost savings.
- The Department will be implementing a records management system that will provide management with data to evaluate performance, document staffing needs and improve operations.
- By expanding the Fire Academy to accommodate additional recruits, the Department expects to reduce training costs.
- The Department will continue to pursue grant-funding opportunities to secure additional equipment and resources to better prepare the City for a natural disaster or potential acts of terrorism. Anticipated grants in the upcoming year include the Urban Area Security II Initiative Grant, an Office of Domestic Preparedness Grant, and the extension of the Metropolitan Medical Response System Grant.

### **Challenges**

- The Fire Department's greatest challenge will be to continue to provide a high level of fire protection and emergency medical services with diminishing resources. Staff reductions in areas such as Fire Prevention, Community Services and Public Information may require that additional services be delayed or reevaluated for necessity.
- The City must design and implement a Natural Hazard Mitigation Plan by November 1, 2004. The Federal Emergency Management Agency (FEMA) will no longer reimburse for repetitive damage or damage that could be averted by preventive actions. The Natural Hazard Mitigation Plan will determine and assess the potential natural hazards and create a process to mitigate these hazards.

## **Year Two Implementation - Three-Year Financial Strategic Plan**

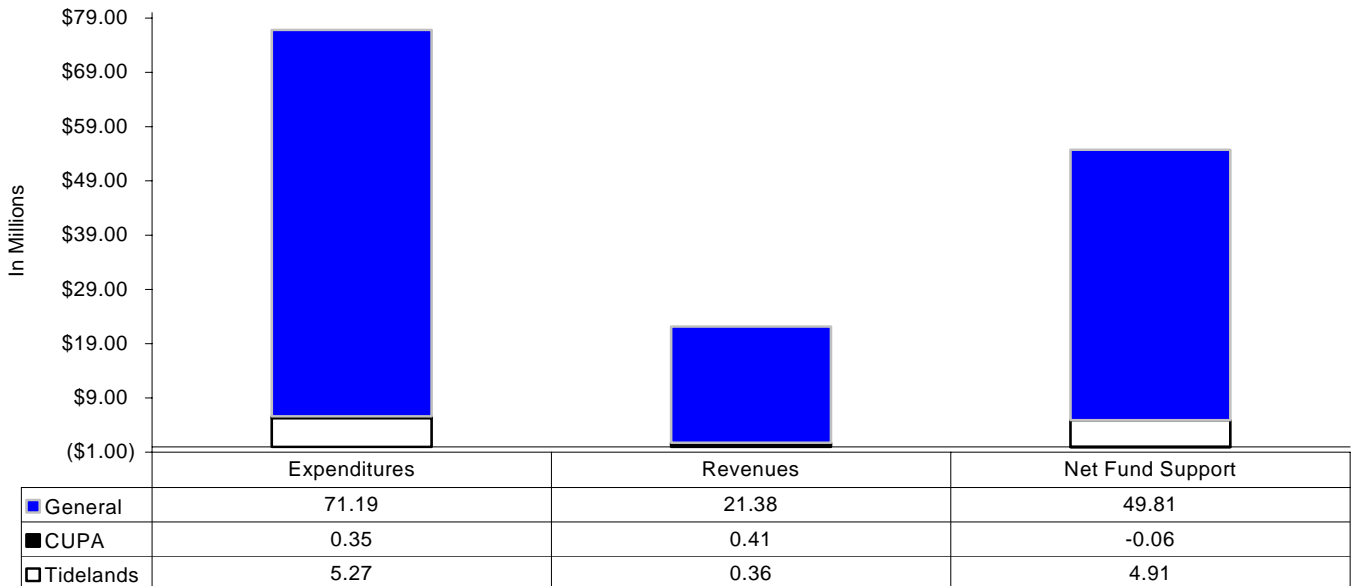
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### **Structural Deficit Reductions**

<b>DESCRIPTION</b>	<b>SERVICE IMPACT</b>
Convert Truck #1 to a 4-person truck (\$298,000)	Aligns staffing of truck #1 with all other City tiller ladder trucks. Degradation of emergency response is not expected.
Efficiency Improvements Resulting from Fire Service Level Study (\$1,536,000)	The Study is in the final stages of completion. Recommendations on equipment, deployment, staffing, revenue and other areas will improve the efficiency and cost effectiveness of the City's fire services.

# Fire Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	56,332,471	58,679,392	58,679,392	57,595,141	66,124,568
Materials, Supplies and Services	3,397,459	2,700,640	9,662,347	4,611,842	2,771,773
Internal Support	6,263,732	5,843,822	5,918,822	5,989,819	5,514,679
Capital Purchases	132,065	63,488	1,069,661	2,066,145	63,488
Debt Service	1,895,288	2,144,775	2,144,775	2,076,310	2,320,206
Transfers from Other Funds	(7,656)	9,526	9,526	(30,607)	10,526
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>68,013,358</b>	<b>69,441,643</b>	<b>77,484,523</b>	<b>72,308,649</b>	<b>76,805,241</b>
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	5,681,150	6,278,000	6,278,000	6,103,519	7,427,900
Fines and Forfeitures	2,661	1,000	1,000	6,838	1,000
Use of Money & Property	-	-	-	98	-
Revenue from Other Agencies	673,013	380,000	7,395,822	2,937,471	380,000
Charges for Services	1,898,847	545,200	545,200	645,907	419,700
Other Revenues	64,392	61,200	61,200	1,067,927	1,900,716
Interfund Services - Charges	9,707,494	10,977,691	10,977,691	10,977,692	12,011,138
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	993,173	993,173	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	<b>18,027,557</b>	<b>18,243,091</b>	<b>26,252,086</b>	<b>22,732,625</b>	<b>22,140,454</b>
<b>Personnel (Full-time Equivalents)</b>	<b>556.25</b>	<b>554.36</b>	<b>554.36</b>	<b>554.36</b>	<b>540.36</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Administration Bureau Summary

## Services Provided:

Provide general administrative support including budget preparation and management, payroll, personnel, purchasing, and warehousing/inventory.

## Service Improvement Objectives:

Ensure the Department's operating expenditures/revenues are within authorized levels.  
 Reduce sick leave hours by increasing employees' awareness of the financial benefits.  
 Increase the number of participants/donations in the Annual Charity Drive.

## Note:

Decrease in Annual Charity contributions due to financial uncertainties facing the City and the economy.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of expenditures/revenues to authorized amount	94%/85%	100%/100%	100%/100%	96%/100%	100%/100%
# of presentations to staff	3	5	5	3	5
% increase in participants/donations	N/A	25%/25%	25%/25%	-20%/-18%	15%/15%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	633,458	781,739	781,739	770,191	856,684
Materials, Supplies and Services	92,131	11,023	11,773	177,615	11,023
Internal Support	103,524	111,347	111,347	108,027	148,893
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	829,113	904,109	904,859	1,055,833	1,016,600
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	2,423	2,500	2,500	1,359	2,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	20	-
Other Revenues	-	2,700	2,700	3	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,423	5,200	5,200	1,382	2,500
<b>Personnel (Full-time Equivalents)</b>	10.50	10.50	10.50	10.50	11.50

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Executive Office Bureau Summary

## Services Provided:

To provide direction to the Department's four bureaus: Fire Prevention, Operations, Support Services and Administration.

## Service Improvement Objectives:

Participate in Fire Service Level Review Study and work to evaluate and implement recommendations.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of recommendations implemented resulting from Service Level Review Study	N/A	N/A	N/A	10%	100%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	635,605	538,326	538,326	617,087	285,798
Materials, Supplies and Services	23,215	31,185	37,009	90,148	14,592
Internal Support	87,891	69,854	69,854	66,450	11,309
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Expenditures	746,711	639,365	645,189	773,684	311,699
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	5,721	5,721	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
	-----	-----	-----	-----	-----
Total Revenues	-	-	5,721	5,721	-
<b>Personnel (Full-time Equivalents)</b>	8.00	6.00	6.00	6.00	2.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Fire Operations Bureau Summary

## Services Provided:

To protect lives, the environment and property by providing effective fire suppression and paramedic services; to provide marine safety services on the beaches and in the waterways; and to provide quality emergency medical services training to the Firefighters and Paramedics.

## Service Improvement Objectives:

Respond to 90 percent of emergency calls within five minutes, per National Fire Protection Association (NFPA) standards.

Respond to 90 percent of Advanced Life Support (ALS) calls by Paramedics within eight minutes, per NFPA standards.

Respond to 90 percent of structural fires by truck and/or engine within ten minutes, per Department's strategic goal.

## Note:

Due to incomplete data collection caused by the termination of the prior RMS system, estimates are based on a extrapolation of available data and information.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of emergency calls within five minutes	N/A	90%	90%	64%	90%
% of ALS calls within eight minutes	N/A	90%	90%	94%	90%
% of responses within ten minutes	N/A	90%	90%	90%	90%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	49,366,070	51,334,470	51,334,470	50,579,283	57,585,254
Materials, Supplies and Services	2,403,798	2,006,037	2,019,822	2,118,575	2,033,013
Internal Support	4,709,469	4,441,388	4,516,388	4,577,436	4,228,718
Capital Purchases	89,850	63,488	1,056,661	1,296,473	63,488
Debt Service	-	249,488	249,488	181,022	424,919
Transfers From Other Funds	(7,656)	10,526	10,526	10,526	10,526
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	56,561,531	58,105,397	59,187,355	58,763,314	64,345,918
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	4,027,071	4,350,000	4,350,000	4,354,236	5,546,000
Fines and Forfeitures	2,661	1,000	1,000	6,838	1,000
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	303,462	200,000	275,000	837,991	200,000
Charges for Services	1,681,712	311,200	311,200	359,289	189,700
Other Revenues	65,080	48,000	48,000	1,067,924	1,891,391
Interfund Services - Charges	9,707,494	10,897,157	10,897,157	10,897,158	11,915,308
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	993,173	993,173	-
Operating Transfers	-	-	-	-	-
Total Revenues	15,787,480	15,807,357	16,875,530	18,516,609	19,743,399
<b>Personnel (Full-time Equivalents)</b>	465.40	470.40	470.40	470.40	454.40

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Fire Prevention Bureau Summary

## Services Provided:

To prevent fires from starting; to provide for life safety in case of fire; and to investigate and identify suspicious fires and environmental crimes through proactive enforcement of Fire, Life Safety and Environmental Code requirements in Long Beach.

## Service Improvement Objectives:

Review 100 percent of submitted building plans and return to applicant within one week.  
Inspect 100 percent of all occupancies requiring an annual code enforcement inspection.  
Perform 100 percent of State-mandated inspection within one week.

## Note:

Department is in the process of implementing a new records management system.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of plans returned within one week	N/A	100%	100%	100%	100%
% of occupancies inspected	75%	100%	100%	75%	100%
# of State-mandated inspections completed	N/A	N/A	N/A	80%	100%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,703,312	2,836,636	2,836,636	2,709,758	3,265,048
Materials, Supplies and Services	249,781	60,289	72,712	207,847	60,289
Internal Support	559,351	508,689	508,689	488,177	534,623
Capital Purchases	-	-	-	152,083	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(1,000)	(1,000)	(1,000)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,512,444	3,404,614	3,417,037	3,556,865	3,859,960
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,651,656	1,925,500	1,925,500	1,747,924	1,879,400
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	217,135	234,000	234,000	286,598	230,000
Other Revenues	(688)	10,500	10,500	-	8,000
Interfund Services - Charges	-	80,534	80,534	80,534	95,830
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,868,103	2,250,534	2,250,534	2,115,056	2,213,230
<b>Personnel (Full-time Equivalents)</b>	32.89	29.00	29.00	29.00	29.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Fire Support Services Bureau Summary

## Services Provided:

To direct and provide support services to the Department's training, communications/dispatch and disaster management activities.

## Service Improvement Objectives:

- Graduate the maximum number of candidates from the Fire Academy.
- Conduct at least one citywide/School disaster exercise for relevant staff members.
- Track the number of incidents dispatched.
- Track the number of units dispatched.
- Increase the number of Community Emergency Response Team (CERT) members.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of recruits graduated	18	12	12	7	28
# of Citywide exercises conducted	1	2	2	0	1
# of incidents dispatched	N/A	N/A	N/A	56,919	57,000
# of units dispatched	N/A	N/A	N/A	89,745	89,000
# of new CERT members	N/A	N/A	N/A	900	1,120
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,994,025	3,188,221	3,188,221	2,918,823	4,131,785
Materials, Supplies and Services	628,534	592,106	7,521,031	2,017,657	652,856
Internal Support	803,497	712,544	712,544	749,729	591,136
Capital Purchases	42,215	-	13,000	617,589	-
Debt Service	1,895,288	1,895,287	1,895,287	1,895,287	1,895,287
Transfers From Other Funds	-	-	-	(40,133)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,363,558	6,388,158	13,330,083	8,158,952	7,271,064
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	98	-
Revenue from Other Agencies	369,550	180,000	7,115,101	2,093,758	180,000
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	1,325
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	369,550	180,000	7,115,101	2,093,856	181,325
<b>Personnel (Full-time Equivalents)</b>	39.46	38.46	38.46	38.46	43.46

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited



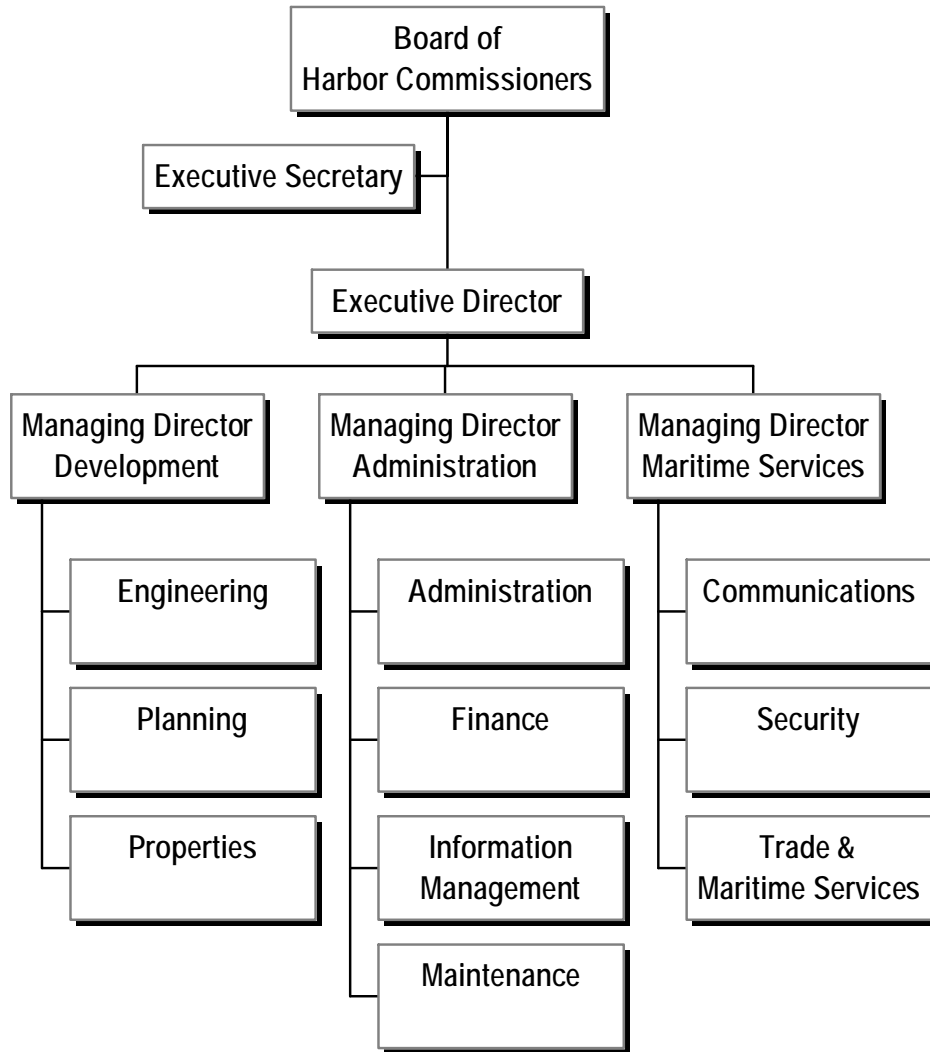
## Fire Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adoptd Budget
Fire Chief	1.00	1.00	1.00	147,060	158,064
Accounting Clerk III	1.00	1.00	1.00	39,447	39,447
Administrative Analyst II	-	-	1.00	-	53,267
Administrative Analyst III	-	-	2.00	-	127,844
Administrative Officer-Fire	1.00	1.00	1.00	75,030	75,030
Assistant Fire Chief	4.00	2.00	2.00	234,558	234,558
Assistant Administrative Analyst I	1.00	1.00	-	40,430	-
Assistant Administrative Analyst II	1.00	1.00	-	54,595	-
Battalion Chief	12.00	12.00	12.00	1,233,208	1,237,052
Clerk Typist II	6.00	6.00	5.00	206,739	168,310
Clerk Typist II - NC	0.89	-	-	-	-
Clerk Typist III	3.00	4.00	4.00	144,855	150,353
Communication Specialist III	1.00	1.00	1.00	61,499	64,691
Communications Center Supervisor	1.00	1.00	1.00	61,936	61,936
Communications Dispatcher II	10.00	10.00	10.00	481,022	460,706
Communications Dispatcher III	5.00	5.00	5.00	263,298	265,869
Communications Dispatcher IV	5.00	5.00	5.00	287,351	287,351
Community Relations Assistant II	1.00	1.00	1.00	47,281	47,281
Deputy Fire Chief	3.00	3.00	3.00	384,772	384,772
Disaster Management Officer	1.00	1.00	1.00	79,872	79,872
Emergency Medical Education Coordinator	-	-	1.00	-	92,037
Emergency Medical Educator	2.00	2.00	2.00	145,613	145,613
Emergency Medical Services Officer	1.00	1.00	-	92,037	-
Executive Secretary	1.00	1.00	1.00	49,041	49,041
Fireboat Operator	6.00	6.00	6.00	458,195	458,195
Fire Captain	100.00	94.00	91.00	8,352,019	8,093,239
Fire Engineer	90.00	87.00	84.00	6,369,917	6,156,776
Fire Recruit	6.46	6.46	6.46	268,016	268,016
Firefighter	231.00	241.00	232.00	15,028,493	14,700,520
Hazardous Materials Specialist II	1.00	1.00	1.00	53,353	56,115
Lifeguard - Hourly - NC	18.90	18.90	18.90	700,652	709,521
Maintenance Assistant II	1.00	1.00	1.00	32,876	32,876
Manager-Administration	1.00	1.00	1.00	98,086	109,445
Marine Safety Captain	3.00	3.00	3.00	251,701	256,565
Marine Safety Chief	1.00	1.00	1.00	105,834	105,834
Marine Safety Officer	10.00	10.00	10.00	563,810	575,443
Marine Safety Sergeant	2.00	2.00	2.00	143,026	134,068
Marine Safety Sergeant-Boat Operator	11.00	11.00	11.00	774,182	778,343
Payroll/Personnel Assistant II	1.00	1.00	1.00	37,588	37,588
Payroll/Personnel Assistant III	1.00	1.00	1.00	42,877	40,955
Plan Checker-Fire Prevention	3.00	3.00	3.00	208,229	212,023
Secretary	4.00	4.00	4.00	159,407	161,178
Stock & Receiving Clerk	1.00	1.00	1.00	29,696	31,187
<b>Subtotal Page 1</b>	554.25	553.36	538.36	37,807,600	37,100,981

## Fire Department Personal Services

[illegible]

Note: Callback overtime is utilized when Fire staff are out on vacation, sick leave, training and/or injury leave. It is utilized to maintain a minimum staffing level in the areas of Fire Suppression and Emergency Medical Services. This minimum staffing level is constant 24 hours per day, 7 days a week, 365 days per year. In previous years budget for vacant Firefighter FTE's were utilized for this purpose. Beginning with Fiscal Year 2002, positions that were previously budgeted but vacant have been eliminated and those funds have been converted to Callback staffing.



# HARBOR DEPARTMENT

*To promote and develop a leading self-supporting seaport, providing the maximum benefit to the City of Long Beach and to the regional, state, national and international economies through commercial facilities and services, which promote trade, employment, and recreational opportunities.*

## **Key Contacts**

Richard D. Steinke, Executive Director

Steven Rubin, Managing Director, Administration

Geraldine Knatz, Ph.D., Managing Director, Development

Tom Teofilo, Managing Director, Maritime Services

Toni Whitesell, Director, Administration

vacant, Director, Communications

Douglas Thiessen, Chief Harbor Engineer

Michael J. Slavin, Director, Finance

Douglas L. Albrecht, Director, Information Management

Bill Bower, Acting Director, Maintenance

Robert G. Kanter, Ph.D., Director, Planning

Kathryn McDermott, Director, Properties

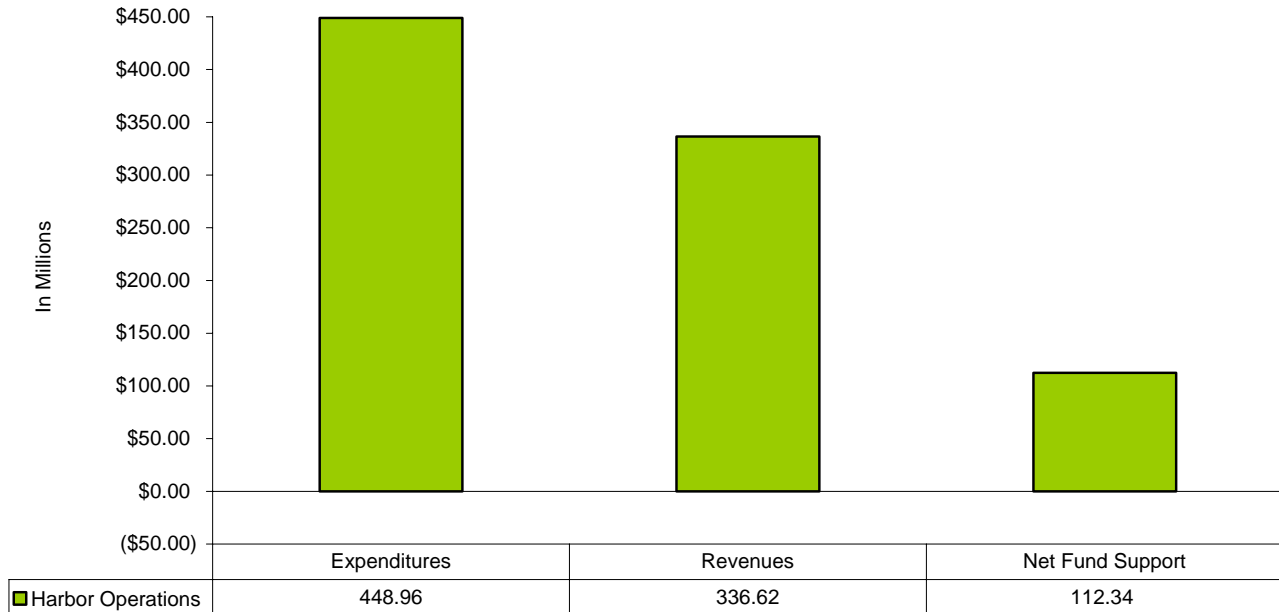
William C. Ellis, Director, Security

vacant, Director, Trade & Maritime Services

925 Harbor Plaza  
Long Beach, CA 90801  
Phone: (562) 437-0041  
[www.polb.com](http://www.polb.com)

# Harbor Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	23,489,630	29,425,064	29,425,064	26,189,810	28,178,320
Materials, Supplies and Services	170,990,568	38,396,263	38,396,263	153,044,210	43,690,122
Internal Support	24,136,019	10,831,744	10,831,744	25,232,245	11,758,261
Capital Purchases	2,639,620	216,754,000	216,754,000	2,209,460	262,764,000
Debt Service	89,568,941	95,804,212	95,804,212	94,291,636	95,720,589
Transfers from Other Funds	9,056,679	9,057,000	9,057,000	7,023,338	6,850,000
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	319,881,457	400,268,283	400,268,283	307,990,699	448,961,292
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	44,375	-	-	46,150	-
Fines and Forfeitures	2,145	-	-	1,150	-
Use of Money & Property	33,318,946	32,913,000	32,913,000	41,779,215	36,076,000
Revenue from Other Agencies	-	26,874,000	26,874,000	-	20,450,000
Charges for Services	250,268,828	241,500,000	241,500,000	281,061,160	275,400,000
Other Revenues	8,251,904	7,613,000	7,613,000	13,431,260	4,695,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	14,582,268	-	-	15,250,573	-
Other Financing Sources	-	-	-	122,969,614	-
Operating Transfers	-	-	-	-	-
Total Revenues	306,468,467	308,900,000	308,900,000	474,539,121	336,621,000
<b>Personnel (Full-time Equivalents)</b>	376.30	380.90	380.90	380.90	377.20

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Harbor Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
Executive Director	1.00	1.00	1.00	194,257	194,257
Accountant I	1.00	-	-	-	-
Accountant II	-	2.00	2.00	106,069	108,634
Accountant III	1.00	1.00	-	54,606	-
Accounting Clerk II	1.00	1.00	1.00	34,934	36,672
Accounting Clerk III	1.00	2.00	2.00	78,893	78,893
Accounting Technician	1.00	-	-	-	-
Administrative Aide I	1.00	1.00	2.00	42,489	84,977
Administrative Aide II	-	-	1.00	-	45,819
Administrative Aide III	1.00	1.00	1.00	50,077	50,075
Administrative Analyst I	2.00	1.00	-	58,847	-
Administrative Analyst II	1.00	-	-	-	-
Administrative Analyst III	-	1.00	1.00	60,416	70,374
Administrative Intern-NC/H28	1.60	1.80	2.00	34,810	54,146
Administrative Intern-NC/H30	-	1.00	1.00	20,867	20,880
Administrative Intern-NC/H32	4.80	4.80	3.00	107,741	67,376
Administrative Intern-NC/H36	-	-	1.00	-	27,073
Assistant Administrative Analyst I	2.00	2.00	1.00	87,409	46,972
Assistant Administrative Analyst II	3.00	2.00	4.00	101,870	206,781
Assistant Chief Harbor Engineer	1.00	1.00	1.00	113,710	113,710
Assistant Chief Wharfinger	1.00	1.00	1.00	53,277	53,267
Assistant Director of Finance	1.00	1.00	3.00	79,893	239,679
Assistant Director of Maintenance	1.00	1.00	1.00	77,864	77,864
Assistant Executive Director-Harbor	1.00	-	-	-	-
Assistant Marketing Manager II	1.00	1.00	-	58,923	-
Assistant To Executive Director	1.00	1.00	1.00	44,537	44,537
Building Maintenance Engineer	2.00	2.00	2.00	111,984	101,441
Capital Projects Coordinator	1.00	1.00	1.00	72,174	72,174
Cargo Audit Clerk III	2.00	2.00	2.00	78,893	78,893
Cargo Audit Clerk IV	1.00	-	-	-	-
Carpenter	1.00	-	1.00	-	48,174
Carpenter – NC	0.80	1.00	-	48,174	-
Chief Construction Inspector	1.00	1.00	1.00	80,351	82,447
Chief Harbor Engineer	1.00	1.00	1.00	123,050	123,050
Chief Port Security Officer	1.00	1.00	1.00	66,858	66,858
Chief Surveyor	1.00	1.00	1.00	81,933	82,430
Chief Wharfinger	1.00	1.00	1.00	77,864	61,790
Civil Engineer	11.00	12.00	12.00	961,409	919,909
Civil Engineering Assistant	1.00	2.00	2.00	112,270	108,972
Civil Engineering Assistant- NC	1.00	-	-	-	-
Civil Engineering Associate	7.00	6.00	6.00	412,697	403,059
Clerk Supervisor	1.00	1.00	1.00	37,595	37,880
Clerk Typist I	6.00	6.00	6.00	178,217	180,350
Clerk Typist I - NC	-	-	2.00	-	53,244
Clerk Typist II	9.00	10.00	10.00	326,999	327,317
Clerk Typist III	11.00	11.00	12.00	407,978	439,816
Clerk Typist IV	2.50	2.50	2.00	101,060	80,860
<b>Subtotal Page 1</b>	91.70	90.10	94.00	4,740,997	4,890,652

## Harbor Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
<b>Subtotal Page 1</b>	91.70	90.10	94.00	4,740,997	4,890,652
Clerk Typist V	1.00	1.00	1.00	43,106	43,524
Combination Building Inspector	1.00	-	-	-	-
Communications Specialist II	0.40	1.40	0.40	57,290	21,838
Communications Specialist III	2.00	2.00	2.00	117,847	117,847
Communications Specialist IV	1.00	1.00	1.00	57,335	60,320
Communications Specialist V	2.00	2.00	3.00	137,157	205,735
Construction Inspector I	1.00	1.00	2.00	47,382	106,151
Construction Inspector II	14.00	14.00	13.00	882,589	809,470
Construction Supervisor	1.00	1.00	1.00	55,992	55,992
Contract Administrator I	1.00	2.00	1.00	85,273	45,819
Deputy Chief Harbor Engineer I	1.00	1.00	1.00	100,575	100,575
Deputy Chief Harbor Engineer II	4.00	4.40	4.40	450,647	452,583
Director of Administration	1.00	1.00	1.00	102,043	102,043
Director of Communications	1.00	1.00	1.00	85,042	95,000
Director of Finance	1.00	1.00	1.00	103,843	103,843
Director of Information Management	1.00	1.00	1.00	95,039	95,039
Director of Maintenance	1.00	1.00	1.00	100,992	100,992
Director of Planning/Environmental Affairs	1.00	1.00	1.00	108,545	108,545
Director of Properties	1.00	1.00	1.00	100,500	100,500
Director of Security	1.00	1.00	1.00	87,000	120,000
Director of Trade/Maritime Services	1.00	1.00	1.00	90,600	90,600
Electrical Engineer	1.00	1.00	1.00	82,073	82,073
Electrical Supervisor	1.00	1.00	1.00	57,470	57,470
Electrician	4.00	4.00	4.00	191,126	193,500
Engineering Technician I	-	1.00	1.00	47,254	43,130
Engineering Technician II	3.00	2.00	2.00	102,306	100,113
Environmental Remediation Specialist I	1.00	1.00	1.00	77,110	81,025
Environmental Remediation Specialist II	1.00	1.00	1.00	90,851	90,851
Environmental Specialist Assistant	1.00	1.00	2.00	48,405	95,397
Environmental Specialist Associate	1.00	2.00	1.00	120,990	64,979
Environmental Specialist I	1.00	-	-	-	-
Environmental Specialist II	-	1.00	1.00	89,828	90,851
Equipment Mechanic I	2.00	2.00	1.00	89,791	43,753
Equipment Mechanic II	1.00	1.00	2.00	52,768	103,448
Equipment Operator II	4.00	4.00	4.00	161,720	161,720
Executive Secretary of The Board	1.00	1.00	1.00	93,039	93,039
Executive Secretary-Harbor	1.00	1.00	1.00	44,370	44,370
Garage Service Attendant I	1.00	1.00	1.00	35,756	35,768
Garage Service Attendant II	2.00	2.00	2.00	88,080	88,080
Garage Supervisor	1.00	1.00	1.00	59,558	59,558
Gardener I	5.00	5.00	5.00	165,394	172,360
Gardener II	2.00	2.00	2.00	91,431	91,431
General Maintenance Assistant	6.00	6.00	6.00	239,321	242,580
Geographic Information Systems Analyst I	1.00	1.00	1.00	56,201	56,201
Geographic Information Systems Analyst II	1.00	1.00	1.00	60,661	60,661
<b>Subtotal Page 2</b>	----- 172.10	----- 172.90	----- 175.80	----- 9,795,295	----- 9,979,425

## Harbor Department Personal Services

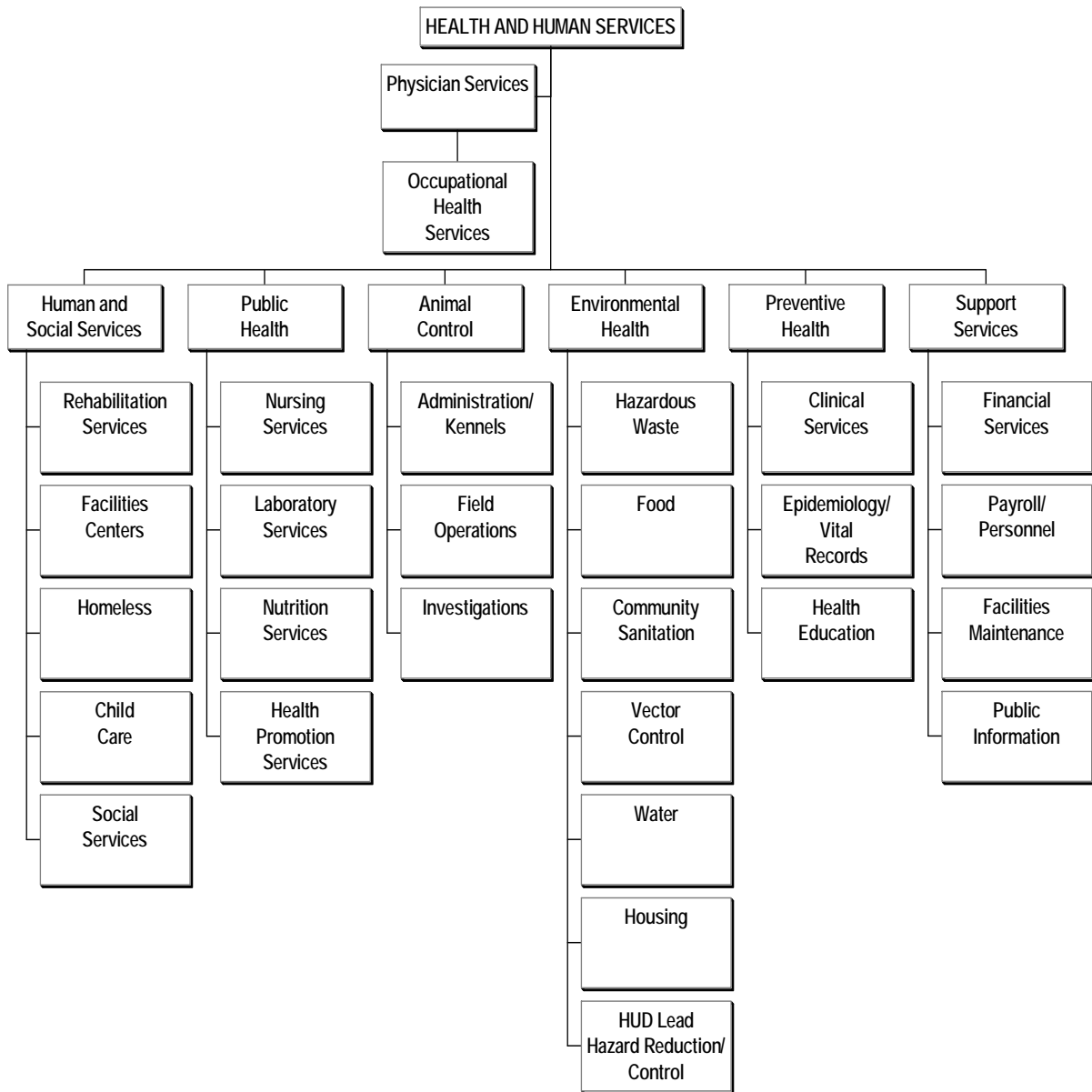
Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
<b>Subtotal Page 2</b>	172.10	172.90	175.80	9,795,295	9,979,425
Geographic Information Systems Analyst III	1.00	1.00	1.00	67,077	67,077
Geographic Information Systems Technician I	1.00	-	-	-	-
Geographic Information Systems Technician II	3.00	4.00	4.00	195,573	195,564
Harbor Maintenance Mechanic I	-	1.00	2.00	37,595	75,789
Harbor Maintenance Mechanic II	6.00	6.00	5.00	275,296	234,858
Harbor Maintenance Superintendent II	4.00	4.00	4.00	278,864	282,114
Maintenance Aide I-NC	0.80	-	-	-	-
Maintenance Assistant I	7.00	7.00	7.00	201,660	204,242
Maintenance Assistant I-NC	0.80	-	-	-	-
Maintenance Assistant II	5.00	4.00	1.00	123,927	32,876
Maintenance Assistant II-NC	1.60	-	-	-	-
Maintenance Assistant III	7.00	11.00	14.00	382,151	480,496
Maintenance Supervisor	2.00	2.00	2.00	99,095	106,534
Manager of Environmental Planning	1.00	1.00	1.00	103,402	103,402
Manager of Leasing Sales	1.00	1.00	1.00	82,137	84,151
Manager of Master Planning	1.00	1.00	1.00	95,664	95,664
Manager of Railroad Facilities	1.00	1.00	1.00	95,206	99,988
Manager of Maritime Services	-	-	1.00	-	65,173
Manager of Transportation Planning	1.00	1.00	1.00	95,664	95,664
Managing Director	2.00	3.00	3.00	416,170	408,113
Marketing Manager	1.00	1.00	1.00	79,893	79,893
Mechanical Supervisor II	1.00	1.00	1.00	65,933	65,933
Member-Boards and Commissions	5.00	5.00	5.00	26,000	26,000
Motor Sweeper Operator	2.00	2.00	2.00	77,523	79,521
Office Automation Analyst II	2.00	2.00	2.00	117,847	117,847
Office Automation Analyst III	2.00	2.00	1.00	127,009	63,504
Office Automation Analyst IV	-	1.00	2.00	57,481	124,328
Painter I	1.00	1.00	1.00	43,524	43,524
Painter II	1.00	1.00	1.00	45,819	45,819
Painter Supervisor	1.00	1.00	1.00	53,096	53,096
Park Maintenance Supervisor	1.00	1.00	1.00	50,680	50,680
Planner II	1.00	-	-	-	-
Planner III	-	-	-	-	-
Plumber	4.00	5.00	5.00	238,370	233,938
Plumber Supervisor	1.00	1.00	1.00	57,470	57,470
Port Financial Analyst II	-	-	1.00	-	75,924
Port Leasing Sales Officer IV	4.00	4.00	4.00	275,266	278,653
Port Planner II	1.00	1.00	1.00	68,374	71,959
Port Planner III	1.00	1.00	1.00	79,893	79,893
Port Risk Assistant II	-	1.00	-	45,828	-
Port Risk Manager	1.00	-	-	-	-
Port Risk Manager II	-	1.00	2.00	75,924	181,343
Principal Construction Inspector	4.00	4.00	4.00	284,414	285,179
Recreation Center Supervisor II	-	1.00	1.00	43,533	45,828
Secretary	9.00	2.00	2.00	80,860	80,860
Secretary - Confidential	1.00	8.00	8.00	316,887	321,450
<b>Subtotal Page 3</b>	262.30	267.90	272.80	14,656,400	15,073,770



## Harbor Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
<b>Subtotal Page 3</b>	262.30	267.90	272.80	14,656,400	15,073,770
Security Officer I – NC	8.00	8.00	8.00	233,601	233,672
Security Officer III	42.00	42.00	33.00	1,596,164	1,221,554
Security Officer IV	7.00	7.00	7.40	329,519	352,338
Security Officer V	3.00	3.00	3.00	148,137	148,137
Senior Accountant	1.00	1.00	1.00	70,374	70,374
Senior Civil Engineer	7.00	7.00	7.00	597,944	622,625
Senior Engineering Technician I	1.00	1.00	1.00	53,200	53,190
Senior Engineering Technician II	1.00	1.00	1.00	64,953	65,039
Senior Equipment Operator	4.00	4.00	4.00	203,277	196,387
Senior Port Leasing Officer	1.00	1.00	1.00	75,924	75,924
Senior Program Manager	3.00	3.00	3.00	275,383	294,720
Senior Secretary	1.00	1.00	1.00	39,411	41,378
Senior Structural Engineer	1.00	1.00	1.00	95,263	95,263
Senior Survey Technician	6.00	5.00	6.00	293,729	350,658
Senior Surveyor	2.00	2.00	2.00	145,162	145,162
Senior Traffic Engineer	1.00	2.00	2.00	179,061	169,015
Stock & Receiving Clerk	1.00	-	-	-	-
Storekeeper II	2.00	2.00	2.00	81,339	83,345
Structural Engineer	2.00	1.00	1.00	86,170	86,170
Supervisor Stores & Property	1.00	1.00	1.00	48,166	49,379
Survey Technician	4.00	5.00	4.00	250,564	201,335
Surveyor	5.00	5.00	5.00	323,741	331,647
Traffic Engineer	3.00	3.00	3.00	244,250	246,219
Traffic Engineer Associate	1.00	-	-	-	-
Transportation Planner II	-	1.00	1.00	69,649	63,504
Wharfinger I	6.00	6.00	6.00	255,217	245,799
<p><b>*Note:</b> The \$4,471,235 in Salary Savings is the labor cost allocated to capital projects included in the Capital Projects segment of the Harbor Department Budget.</p>					
<b>Subtotal Salaries</b>	376.30	380.90	377.20	20,416,598	20,516,604
<b>Overtime</b>	---	---	---	950,095	906,525
<b>Fringe Benefits</b>	---	---	---	7,231,819	10,468,744
<b>Administrative Overhead</b>	---	---	---	826,552	757,682
<b>Expense Transfer</b>	---	---	---	---	---
<b>Salary Savings*</b>	---	---	---	---	(4,471,235)
<b>Total</b>	376.30	380.90	377.20	29,425,064	28,178,320





# HEALTH & HUMAN SERVICES

*The mission of the Department of Health and Human Services is to improve the quality of life of the residents of Long Beach by addressing the public health and human service needs to ensure that the conditions affecting the public's health afford a healthy environment in which to live, work and play.*

### **Key Contacts**

Ronald R. Arias, Director

Darryl M. Sexton, M.D., City Health Officer

S. Michael Johnson, Manager, Support Services

Corinne Schneider, Manager, Human & Social Services

Nettie DeAugustine, Manager, Preventive Health

Theresa Marino, Manager, Public Health

Jeff Benedict, Manager, Environmental Health

Wesley Moore, Animal Control Services Officer

Irene Grace, M.D., Occupational Health Services Officer

Clarissa Manuel, Rehabilitation Services Officer

Judy Ogunji, R.D., Nutrition Services Officer

Pamela Shaw, R.N., Nursing Services Officer

Cheryl Barrit, Prevention Services Officer

David Honey, Financial Services Officer

Nelson Kerr, Hazardous Waste Operations Officer

2525 Grand Avenue  
Long Beach, CA 90815  
Phone: (562) 570-4000  
Fax: (562) 436-4049  
[www.longbeach.gov/health](http://www.longbeach.gov/health)

## Department Goals and Related Services

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		<u>Strategic Plan Goal</u>
<b>Goal 1</b>	<b>Promote healthy behaviors to prevent the spread of communicable disease and improve the health of the community</b>	<b>N3, S3, Y1, Y2</b>
	<u>Service/Program</u>	
	Adult Health Services	
	Children's Health Services	
	Communicable and Chronic Disease Prevention	
	Communicable Disease Testing, Counseling, and Treatment	
	Epidemiology and Disease Intervention	
	Health Promotion Services	
	Occupational Health and Counseling Services	
	Pregnancy Prevention and Family Planning	
	Prenatal Health Services	
	Public Health Laboratory Services	
	Senior Health Services	
	Sexually Transmitted Disease (STD)/Human Immunodeficiency Virus (HIV) Testing, Counseling, and Treatment	
	STD/HIV Prevention	
	Vital Records	
	Women's Health Services	
		<u>Strategic Plan Goal</u>
<b>Goal 2</b>	<b>Identify and improve environmental conditions impacting the public's health</b>	<b>E1, E5, N1, S5</b>
	<u>Service/Program</u>	
	Community Health Assessment and Regulatory Services	
	Food Facility Inspection Services	
	Hazardous Materials Services	
	Recreational Water Quality Protection/Testing Services	
	Residential Inspection and Environmental Intervention	
	Vector Control Services	
		<u>Strategic Plan Goal</u>
<b>Goal 3</b>	<b>Promote social well-being and improve the general conditions of the community</b>	<b>S5, Y1, Y2</b>
	<u>Service/Program</u>	
	Family Services	
	Homeless Services	
	Substance Abuse Prevention and Treatment	

## Department Goals and Related Services

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<b>Goal 4</b> <b>Protect the community from injury, disease, and nuisances caused by animals</b> <u>Service/Program</u> Animal Investigation Services Animal Sheltering and Field Services	<u><b>Strategic Plan Goal</b></u> <b>N4</b>
<b>Goal 5</b> <b>Provide efficient and effective administrative support to Department operations to ensure optimal service delivery</b> <u>Service/Program</u> Department Management and Administration Facility Maintenance Purchasing, Inventory, and Warehousing Functions Safety Awareness and OSHA Compliance	<u><b>Strategic Plan Goal</b></u> <b>B5</b>

# **Fiscal Year 2004 Strategic Plan Accomplishments**

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## **Community Safety**

- Expanded implementation of the City's Bioterrorism Preparedness Program. With increased annual federal funding now totaling over \$1.3 million, the Program strengthens Long Beach's ability to respond to a bioterrorist act through improvements in the public health infrastructure, including the public health laboratory, disease control and surveillance programs, information and technology. New features include expanded public health laboratory capacity to test local biological and chemical agents, preparedness to respond to Smallpox threats, as well as a protocol to receive medications from the federal government for local distribution in the event of a disease outbreak.
- Enhanced the City's communicable disease control program to combat emerging infectious diseases, including an aggressive education and surveillance campaign to diffuse misconceptions about and the incidence of West Nile Virus.

## **Neighborhood Development**

- Began providing services at the Miller Family Health Education Center (MFHEC). The MFHEC, which is funded from donations and grant funds, houses many public health, youth education and community outreach programs. It brings health education and preventive health services to neighborhoods by providing a vital learning environment dedicated to promoting a healthy city through education, leadership development and collaboration with our diverse community.
- Began implementation of the Latino Diabetes Prevention Program. This grant-funded program trains community health workers to provide education about prevention, treatment and management of diabetes to non-English speaking and limited English speaking residents.

## **Education and Youth**

- To improve the health of youth, the City continued to work with other agencies on a number of programs, including: Teen Pregnancy Prevention, Healthy Families and the Los Angeles County Service Planning Area 8 Collaborative.
- Began providing services at the Youth Health Drop-in Center which offers Long Beach youth ages 12-24 a safe place to gather, socialize, and receive peer health education, information and counseling on teen health issues.
- Implemented the Healthy Active Long Beach Program which provides health education to low-income families and promotes physical activity and good nutrition habits in an effort to prevent childhood obesity.

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Environmental**

- Established a 24-hour Water Quality Information/Beach Advisory hotline (562-570-4199) and website ([http://www.longbeach.gov/health/enviro\\_health.html](http://www.longbeach.gov/health/enviro_health.html)) to provide water quality test results and beach closure information.
- Coordinated a human Health Risk Assessment to address the effects of air pollution within the city and region, focusing on the comprehensive health effects of air and noise pollution in the city as related to the Long Beach Airport, freeway system and the Port of Long Beach.



## **FY 2005 Department Opportunities and Challenges**

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### **Opportunities**

- With the recent opening of the Miller Family Health Education Center, the Department is well positioned to increase the level of public health programs to Long Beach's diverse community as funding becomes available.
- Recent national initiatives to address chronic disease prevention issues, particularly as they relate to nutrition and physical activity, may support additional programs to improve the health of the community.
- Optimization of the manner that code enforcement (specifically housing inspections) is conducted by the Department will allow the City to visit more locations and have a lasting positive impact on the housing stock.

### **Challenges**

- Potential of reduced federal, state, and county funding of core public health services.
- National security threats which place demands on the public health system.
- Providing accurate information about a treatment for emerging infectious diseases, such as SARS and West Nile Virus.
- Increased service demands due to increased numbers of uninsured residents.

## Year Two Implementation - Three-Year Strategic Plan

### Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
<p>Reduce Administrative, Supervisory and Management Support (\$125,000)</p> <ul style="list-style-type: none"> <li>• Reduction of Administrative Analyst II position to part-time</li> <li>• Reduces the Manager of Animal Control Bureau position to a division manager</li> <li>• Eliminates 1.0 FTE Senior Animal Control Officer</li> </ul>	<p>Reorganization of responsibilities in the Animal Control Bureau should minimize the impact of reduced administrative and supervisory staffing. Reduces the number of supervisory employees from 3 to 2. Designation of two Animal Control Officers as lead staff will insure appropriate oversight.</p>
<p>Reduce Employee Assistance Program Services (\$74,000)</p> <ul style="list-style-type: none"> <li>• Reduction in Employee Assistance Program clerical support, counseling services, office supplies, travel and training</li> </ul>	<p>EAP counselors will not be as available for special classes, team building exercises, etc, as requested by Departments. Reductions in clerical support may require delayed support to counseling staff, or use of telephone messaging services to support correspondence with counselors.</p>
<p>Optimize or Contract Facility Maintenance and Health Physician Services (\$169,000)</p> <ul style="list-style-type: none"> <li>• Reduce 1.0 FTE Public Health Physician from the Occupational Health Clinic</li> <li>• Reduce 6.72 FTE Maintenance Assistants at the Companion Animal Village, Multi-Service Center for the Homeless, and Facilities Centers.</li> </ul>	<p>Contracting of Physician Services will result in improved service and more efficient use of resources. The department will maintain one full time physician (Occupational Health Services Officer) and contract for additional physician services on an as-needed basis. Thus, during high demand periods, such as during Police and Fire hiring, additional physicians can be brought in and contract physician specialty services may be utilized.</p> <p>Contracting out facility Maintenance will have no impact on services provided.</p>

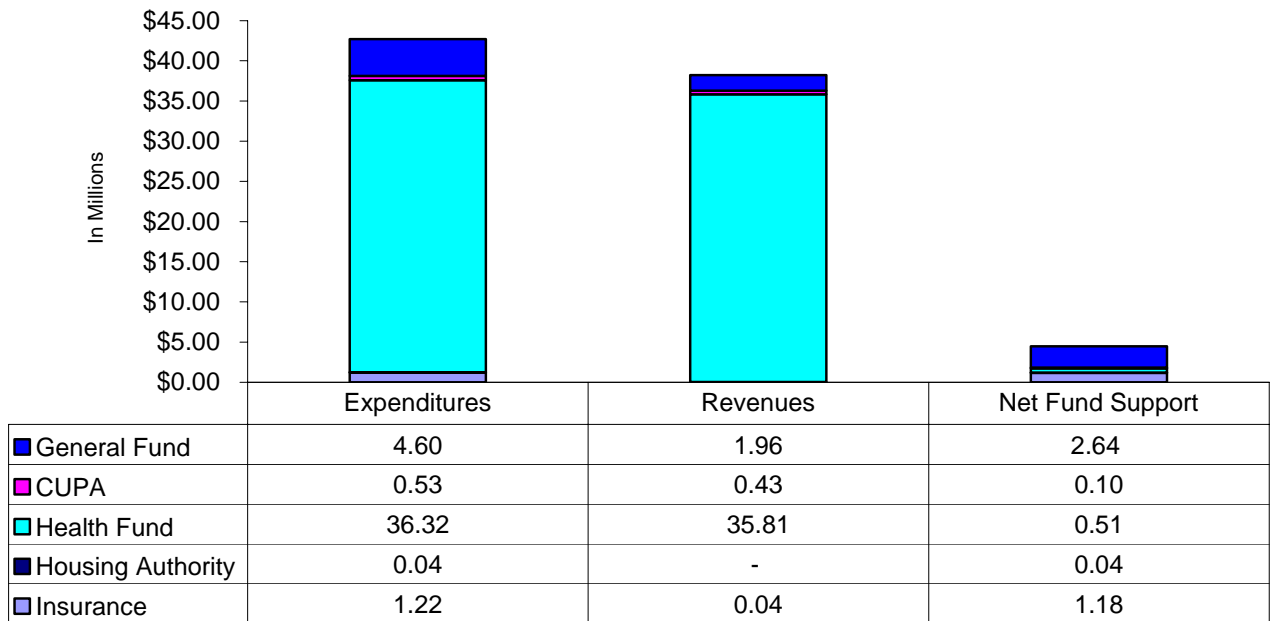
## Year Two Implementation - Three-Year Strategic Plan

DESCRIPTION	SERVICE IMPACT
<p>Reallocate Administrative Costs (\$93,000)</p> <ul style="list-style-type: none"> <li>• Support technology needs at Multi-Service Center with grant funds</li> <li>• Reorganizes supervision of the North, West and Central Facilities Centers and reduces supervisory staffing by .77 FTE</li> </ul>	<p>Allocating technology costs appropriately to the grant funds will have no impact on services and reducing supervisory staff at facility centers should have minimal impact on the public.</p>
<p>Reduction in Code Enforcement Grant Funding (\$82,000)</p> <ul style="list-style-type: none"> <li>• Reduction of 2.0 FTE housing inspection positions previously funded under a State Code Enforcement grant</li> </ul>	<p>Remaining Environmental Health and Public Health Nursing field staff will continue to identify and remediate unhealthy living conditions as part of their regular duties. Staffing levels will be reduced.</p>
<p>Fleet Reductions in Animal Control (\$17,000)</p> <ul style="list-style-type: none"> <li>• Reduction of Animal Control Bureau's vehicle fleet by two vehicles, used for patrol, emergency response and animal transport</li> </ul>	<p>The reduction of these two vehicles could limit the ability of supervisory staff to provide back-up in appropriately-equipped vehicles in response to animal-related public safety emergencies. First responders will not be impacted.</p>
<p>Bring Health fees in-line with surrounding jurisdictions and improve Cost Recovery of Code (\$120,000)</p> <ul style="list-style-type: none"> <li>• Increase in health permit fees for the food, housing, water, medical waste and hazardous waste generator programs</li> <li>• New fees for the vector control, food facility inspection and water programs</li> </ul>	<p>No degradation of services will result from these fee changes. Current fees average 9% less than neighboring cities' fees.</p>



# Health and Human Services Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	25,902,028	30,360,957	31,059,109	27,289,176	32,335,917
Materials, Supplies and Services	11,429,173	11,015,212	13,120,197	13,695,171	9,160,513
Internal Support	2,699,463	2,515,225	2,515,225	2,811,566	2,321,014
Capital Purchases	24,888	-	265	-	-
Debt Service	-	35,000	35,000	3,502	-
Transfers from Other Funds	425,963	(512,218)	(512,218)	(1,010,161)	(1,099,218)
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>40,481,515</b>	<b>43,414,177</b>	<b>46,217,579</b>	<b>42,789,255</b>	<b>42,718,227</b>
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	2,517,171	2,474,335	2,474,335	2,484,584	2,474,335
Licenses and Permits	3,653,630	3,909,770	3,909,770	3,744,387	4,247,813
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	10,418	29,029	29,029	11,035	22,100
Revenue from Other Agencies	20,329,295	28,758,060	31,491,264	29,838,602	27,807,640
Charges for Services	1,637,048	1,753,214	1,753,214	1,805,090	1,679,333
Other Revenues	372,732	196,485	196,485	264,572	228,165
Interfund Services - Charges	518,101	692,761	692,761	484,455	675,461
Intrafund Services - GP Charges	860,031	890,788	890,788	1,098,538	890,788
Harbor P/R Revenue Transfers	-	-	-	(31)	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	5,909,857	306,964	306,964	557,752	209,010
<b>Total Revenues</b>	<b>35,808,282</b>	<b>39,011,406</b>	<b>41,744,610</b>	<b>40,288,984</b>	<b>38,234,645</b>
<b>Personnel (Full-time Equivalents)</b>	<b>489.33</b>	<b>486.08</b>	<b>486.08</b>	<b>486.08</b>	<b>451.04</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Animal Control Bureau Summary

## Services Provided:

Protect the community from vicious animals and the spread of rabies. License dogs, impound unattended dogs, dispose of deceased animals and quarantine biting animals. Investigate cruelty complaints and prosecute violators.

## Service Improvement Objectives:

Issue 21,450 dog licenses.  
 Issue 735 citations.  
 Investigate 160 barking dog complaints.  
 Investigate 120 vicious dog complaints.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of dog licenses issued	18,174	21,134	21,134	19,500	21,450
# of citations issued	593	500	500	700	735
# of barking dog complaints investigated	198	200	200	150	160
# of vicious dog complaints investigated	156	175	175	110	120
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,622,308	2,019,669	2,019,669	1,672,226	1,885,818
Materials, Supplies and Services	407,194	244,721	252,043	352,425	333,267
Internal Support	414,235	441,226	441,226	415,753	392,688
Capital Purchases	3,467	-	265	-	-
Debt Service	-	35,000	35,000	3,502	-
Transfers From Other Funds	16,126	16,126	16,126	-	16,126
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,463,330	2,756,742	2,764,329	2,443,907	2,627,899
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	731,396	731,830	731,830	693,301	759,830
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	159,196	187,519	187,519	187,494	191,684
Other Revenues	35,805	13,500	13,500	19,490	13,500
Interfund Services - Charges	6,607	4,848	4,848	2,842	4,848
Intrafund Services - GP Charges	-	-	-	413	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	933,005	937,697	937,697	903,540	969,862
<b>Personnel (Full-time Equivalents)</b>	36.36	32.86	32.86	32.86	28.59

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Environmental Health Bureau Summary

## Services Provided:

Inspections related to housing, food, hazardous waste, recreational and potable water, abatement and control of disease vectors.

## Service Improvement Objectives:

Provide 6,500 inspections of licensed multiple dwellings.  
Provide 6,700 inspections of licensed food facilities.  
Provide 857 inspections of licensed hazardous waste generators.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of inspections of multiple dwellings	3,495	6,500	6,500	3,453	6,500
# of inspections of food facilities	4,111	6,700	6,700	3,630	6,700
# of inspections of hazardous waste generators	956	857	857	819	857
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,930,426	3,966,468	4,064,620	3,928,124	4,018,098
Materials, Supplies and Services	1,220,663	197,152	197,170	1,887,058	599,620
Internal Support	473,612	376,813	376,813	337,266	332,502
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(13,705)	(13,705)	-	(13,705)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	5,624,700	4,526,729	4,624,898	6,152,447	4,936,515
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	2,912,719	3,168,940	3,168,940	3,040,961	3,478,983
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	10,167	27,729	27,729	11,568	20,800
Revenue from Other Agencies	1,332,537	56,800	154,952	1,629,562	478,760
Charges for Services	1,706	7,295	7,295	13,049	7,295
Other Revenues	35,488	53,250	53,250	29,093	36,250
Interfund Services - Charges	474,934	635,197	635,197	454,803	617,897
Intrafund Services - GP Charges	8,886	23,515	23,515	10,390	23,515
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	309,417	287,335	287,335	319,489	287,335
Total Revenues	5,085,853	4,260,061	4,358,213	5,508,915	4,950,835
<b>Personnel (Full-time Equivalents)</b>	59.87	58.77	58.77	58.77	51.37

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Human and Social Services Bureau Summary

## Services Provided:

Counseling, community education, and family preservation. Health and wellness program for City employees. Drug and alcohol counseling, group facilitation and case management. Coordination of homeless programs and services to homeless clients at the Multi-Service Center (MSC).

## Service Improvement Objectives:

Provide 4,022 contacts for services to City employees (including health and safety fair participants).  
 Provide 95 presentations, workshops and training sessions of preventive health services to City employees.  
 Provide Family Preservation services to 175 families.  
 Provide 6,091 hours of alcohol rehabilitation services to clients and their families.  
 Provide 1,400 units of drug rehabilitation services to clients and their families.  
 Provide 7,550 units of Proposition 36 rehabilitation services to clients.  
 Provides services to 22,000 duplicate and non-duplicate homeless clients.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of EAP contacts for City employees	5,832	5,745	5,745	4,835	4,022
# of EAP presentations to City employees	128	135	135	98	95
# of Family Preservation families served	New	175	175	152	175
# of Alcohol Rehabilitation units provided	New	7,644	7,644	8,000	6,091
# of Drug Rehabilitation units provided	New	5,183	5,183	5,250	1,400
# of Proposition 36 units provided	New	7,550	7,550	6,325	7,550
# of homeless clients served	New	20,000	20,000	20,000	22,000
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,565,778	3,800,836	3,800,836	3,449,943	4,204,906
Materials, Supplies and Services	3,997,063	3,669,612	3,735,172	4,559,241	2,223,201
Internal Support	338,722	311,232	311,232	336,858	257,263
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(494,422)	(567,706)	(567,706)	(978,156)	(667,706)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	7,407,142	7,213,973	7,279,533	7,367,885	6,017,664
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	5,279,477	5,272,532	5,337,432	5,254,180	4,284,882
Charges for Services	376,876	452,254	452,254	406,458	394,908
Other Revenues	243,257	2,950	2,950	269,727	54,915
Interfund Services - Charges	1,100	6,700	6,700	400	6,700
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	156,568	19,629	19,629	129,077	4,866
Total Revenues	6,057,278	5,754,065	5,818,965	6,059,841	4,746,272
<b>Personnel (Full-time Equivalents)</b>	80.46	74.31	74.31	74.31	69.24

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited



# Preventive Health Bureau Summary

## Services Provided:

Communicable disease and Sexually Transmitted Disease (STD) control, HIV related services, epidemiology and vital statistics services.

## Service Improvement Objectives:

Provide services to 17,211 patients in the Preventive Health Clinic.

Provide 10,000 automated birth records through the Automated Vital Statistics System (AVSS).

Provide 2450 communicable disease investigations.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of Preventive Health Clinic clients	16,711	16,400	16,400	16,378	17,211
# of automated birth records	9,000	11,000	11,000	9,253	10,000
# of communicable disease investigations	1,980	2,400	1,745	2,250	2,450
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,941,197	3,582,185	3,576,685	3,191,396	3,785,631
Materials, Supplies and Services	1,240,624	1,827,142	2,216,854	1,819,861	1,197,420
Internal Support	275,875	205,294	200,536	296,965	210,688
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(80,807)	(80,807)	(113,576)	(80,807)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,457,695	5,533,814	5,913,267	5,194,645	5,112,931
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	3,068,838	4,031,100	4,402,440	3,297,199	3,339,501
Charges for Services	511,195	497,546	497,546	533,138	497,546
Other Revenues	6,724	2,785	2,785	15,927	500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	224,347	40,511	35,011	249,902	122,740
Total Revenues	3,811,104	4,571,942	4,937,782	4,096,166	3,960,287
<b>Personnel (Full-time Equivalents)</b>	58.59	59.84	59.84	59.84	54.84

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Public Health Bureau Summary

## Services Provided:

Provide health examinations, tobacco education, immunizations, nutrition counseling, treatment of communicable diseases, case management, laboratory testing, occupational injury and pre-employment services.

## Service Improvement Objectives:

Distribute 362,200 Women, Infants and Children (WIC) Nutrition Vouchers.

Facilitate the full immunization of two-year olds.

Generate 650,000 units of laboratory tests impacted by infectious diseases and environmental contamination.

Support compliance/enforcement of Long Beach Smoking Ordinance and California No-smoking law by distributing 12,600 brochures, signs, education pieces and compliance fact sheets.

Conduct 150 Nutrition Class Sessions to increase awareness of the importance of fruit and vegetable consumption.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of WIC Nutrition Vouchers	361,014	409,782	409,782	361,834	362,200
% of 2-year olds fully immunized	74%	82%	82%	74%	76%
# of units of public health lab testing	763,860	800,000	800,000	600,000	650,000
# of tobacco information pieces distributed	12,528	15,500	15,500	12,382	12,600
# of nutrition class sessions conducted	New	108	108	150	150
<b>Expenditures:</b>					
Salaries, Wages and Benefits	11,183,623	12,760,703	13,360,703	12,066,072	13,986,454
Materials, Supplies and Services	3,441,877	4,167,732	5,155,292	4,012,989	3,758,852
Internal Support	1,005,189	1,291,413	1,296,171	1,342,655	918,277
Capital Purchases	21,420	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(17,007)	-	-	49,418	(487,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	15,635,103	18,219,848	19,812,166	17,471,134	18,176,584
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	9,010	9,000	9,000	10,125	9,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	(1)	-	-	1	-
Revenue from Other Agencies	9,347,380	12,590,123	14,134,787	11,083,851	12,493,591
Charges for Services	588,074	608,600	608,600	664,951	587,900
Other Revenues	46,987	124,000	124,000	(104,804)	118,000
Interfund Services - Charges	35,460	46,016	46,016	26,410	46,016
Intrafund Services - GP Charges	851,145	867,273	867,273	1,087,735	867,273
Harbor P/R Revenue Transfers	-	-	-	(31)	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	489,265	-	-	191,458	137,132
Total Revenues	11,367,321	14,245,012	15,789,676	12,959,696	14,258,912
<b>Personnel (Full-time Equivalents)</b>	223.31	219.46	219.46	219.46	212.55

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Support Services Bureau Summary

## Services Provided:

General administrative support to all Departmental programs assuring efficient operations and effective services to the community.

## Service Improvement Objectives:

To meet demands for public health services by providing 428,000 public health visits.  
To manage 70 grants from both public and private funding sources.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of public health visits	424,460	425,000	425,000	427,900	428,000
# of grants managed	78	70	70	73	70
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,658,696	4,231,097	4,236,597	2,981,415	4,455,011
Materials, Supplies and Services	1,121,752	908,852	1,563,666	1,063,596	1,048,153
Internal Support	191,831	(110,753)	(110,753)	82,071	209,596
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	921,266	133,874	133,874	32,154	133,874
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,893,545	5,163,071	5,823,384	4,159,236	5,846,633
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	2,517,171	2,474,335	2,474,335	2,484,584	2,474,335
Licenses and Permits	505	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	251	1,300	1,300	(533)	1,300
Revenue from Other Agencies	1,301,064	6,807,506	7,461,653	8,573,811	7,210,905
Charges for Services	-	-	-	-	-
Other Revenues	4,470	-	-	35,140	5,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	4,730,260	(40,511)	(35,011)	(332,174)	(343,063)
Total Revenues	8,553,720	9,242,630	9,902,278	10,760,828	9,348,478
<b>Personnel (Full-time Equivalents)</b>	30.74	40.84	40.84	40.84	34.45

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Health and Human Services Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
Director of Health and Human Services	1.00	1.00	1.00	143,784	143,784
Accountant I	1.00	-	-	-	-
Accountant II	1.00	2.00	2.00	107,738	110,386
Accounting Clerk I	1.00	1.00	-	33,705	-
Accounting Clerk III	4.00	4.00	3.00	152,044	118,340
Administrative Analyst II	3.00	3.00	2.73	183,984	171,674
Administrative Analyst III	3.00	3.00	3.00	211,122	211,122
Animal Control Officer I	3.00	3.00	3.00	105,194	112,723
Animal Control Officer II	12.00	12.00	12.00	494,443	474,391
Animal Control Officer I - NC	1.78	0.28	0.28	8,908	8,912
Animal Control Services Officer	-	-	1.00	-	65,026
Animal Health Technician	1.00	1.00	1.00	41,415	41,415
Animal License Inspector-NC	3.78	2.78	2.78	60,188	60,217
Assistant Administrative Analyst I	1.00	1.00	1.00	46,972	46,972
Building Services Supervisor	1.00	1.00	1.00	42,489	42,489
Case Manager I	7.82	5.87	5.51	158,665	150,254
Case Manager II	6.00	5.00	5.00	162,623	166,926
Case Manager III	22.00	20.00	18.75	712,728	676,094
City Health Officer	1.00	1.00	1.00	134,152	134,152
Clerical Aide I - NC	0.29	0.29	-	6,052	-
Clerk I - NC	0.80	1.60	-	36,789	-
Clerk II	1.00	1.00	1.00	28,363	29,812
Clerk II - NC	3.02	3.02	3.02	78,707	78,756
Clerk III	6.00	5.00	4.00	164,844	132,747
Clerk III - NC	0.80	0.80	0.80	24,663	24,678
Clerk Supervisor	1.00	-	-	-	-
Clerk Typist I	3.00	2.00	2.00	64,181	64,181
Clerk Typist II	13.00	10.00	10.00	327,667	324,781
Clerk Typist II – NC	0.45	1.00	1.00	28,641	28,658
Clerk Typist III	12.00	10.00	10.00	364,027	363,638
Clerk Typist IV	2.00	2.00	2.00	82,321	82,321
Clerk Typist V	1.00	1.00	1.00	43,524	43,524
Community Services Supervisor	1.00	1.00	1.00	55,992	55,992
Community Services Supervisor II	1.00	1.00	-	55,992	-
Community Worker	15.00	12.00	10.00	388,427	332,597
Counselor II	8.00	8.00	8.00	322,394	328,549
Customer Service Representative II	2.00	2.00	3.00	68,420	97,263
Environmental Health Specialist II	16.00	16.00	14.00	800,622	732,462
Environmental Health Specialist III	9.00	9.00	10.00	522,067	578,485
Environmental Health Specialist IV	5.00	5.00	4.00	308,624	254,018
Epidemiologist	1.00	2.00	2.00	99,095	96,791
Epidemiologist-Supervisor	1.00	1.00	1.00	63,504	63,504
Executive Secretary	1.00	1.00	1.00	46,458	46,458
Financial Services Officer	1.00	1.00	1.00	74,606	74,606
Hazardous Materials Specialist I	5.00	6.00	6.00	345,307	349,001
Hazardous Materials Specialist II	1.00	1.00	1.00	63,504	63,504
Hazardous Waste Operations Officer	1.00	1.00	1.00	82,891	82,892
<b>Subtotal Page 1</b>	186.74	171.64	161.87	7,347,836	7,064,095

# Health and Human Services Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
<b>Subtotal Page 1</b>	186.74	171.64	161.87	7,347,836	7,064,095
Health Educator I	18.99	19.24	18.74	573,719	549,532
Health Educator II	24.50	27.00	33.50	1,107,433	1,380,483
Laboratory Assistant	2.00	3.00	3.00	96,814	104,692
Laboratory Assistant II	2.00	2.00	2.00	75,176	75,176
Laboratory Services Officer	1.00	1.00	1.00	84,708	84,708
Maintenance Assistant I	9.62	9.62	-	267,476	-
Maintenance Assistant I-NC	3.91	3.91	-	96,802	-
Maintenance Assistant III	1.00	1.00	1.00	35,719	35,719
Maintenance Assistant III-NC	0.87	0.87	0.87	25,535	24,320
Manager-Animal Control	1.00	1.00	-	95,580	-
Manager-Environmental Health	1.00	1.00	1.00	97,136	90,500
Manager-Human/Social Services	1.00	1.00	1.00	96,040	96,040
Manager-Preventive Health	1.00	1.00	1.00	89,170	89,170
Manager-Public Health	1.00	1.00	1.00	88,865	88,865
Manager-Support Services-Health	1.00	1.00	1.00	90,559	90,559
Medical Assistant I	6.50	6.00	5.00	155,846	134,722
Medical Assistant II	3.50	3.00	3.00	101,365	104,743
Medical Social Worker I	1.00	1.00	-	50,841	-
Medical Social Worker II	1.00	1.00	2.00	54,595	103,974
Microbiologist	-	-	-	-	-
Microbiologist II	7.00	8.00	8.00	474,293	483,230
Microbiologist III	2.00	2.00	2.00	133,716	133,716
Microbiologist Supervisor	-	-	-	-	-
Nurse I	8.00	8.00	8.00	463,726	463,726
Nurse I-NC	0.45	0.45	0.45	23,603	23,617
Nurse II	4.00	4.00	3.00	234,503	175,402
Nurse Practitioner	3.40	3.40	3.40	249,984	245,091
Nursing Services Officer	1.00	1.00	1.00	78,313	78,313
Nutrition Aide I	9.00	9.00	7.00	280,425	226,416
Nutrition Aide II	2.00	2.00	2.00	75,544	75,544
Nutrition Services Officer	1.00	1.00	1.00	84,305	84,305
Occupational Health Services Officer	1.00	1.00	1.00	128,053	128,053
Outreach Worker I	29.00	20.50	20.00	522,859	517,850
Outreach Worker II	14.00	22.50	19.00	759,618	656,057
Payroll/Personnel Assistant II	1.00	1.00	-	41,415	-
Payroll/Personnel Assistant III	-	-	1.00	-	41,415
Prevention Services Officer	1.00	1.00	1.00	76,646	76,646
Public Health Associate I	3.75	3.75	2.75	102,179	74,053
Public Health Associate II	11.00	10.75	10.00	367,872	371,139
Public Health Associate III	31.50	36.00	37.00	1,872,068	1,906,266
Public Health Nurse	27.95	29.95	22.95	1,720,660	1,320,940
Public Health Nurse Supervisor	4.00	4.00	3.00	267,431	200,573
Public Health Nutritionist I	12.00	12.00	12.00	563,553	554,255
Public Health Nutritionist II	4.00	4.00	4.00	213,698	199,674
Public Health Nutritionist III	1.00	1.00	1.00	55,992	57,470
Public Health Physician	4.15	5.00	4.00	585,449	455,134
<b>Subtotal Page 2</b>	451.83	447.58	411.53	20,007,118	18,666,186

## Health and Human Services Department Personal Services

<b>Classification</b>	<b>FY 03 Adopt FTE</b>	<b>FY 04 Adopt FTE</b>	<b>FY 05 Adopt FTE</b>	<b>FY 04 Adopted Budget</b>	<b>FY 05 Adopted Budget</b>
<b>Subtotal Page 2</b>	451.83	447.58	411.53	20,007,118	18,666,186
Public Health Professional I	6.00	6.00	6.00	319,650	320,926
Public Health Professional II	10.00	11.00	11.00	663,099	692,324
Public Health Professional III	3.00	3.00	4.00	211,999	280,577
Public Health Registrar	2.00	2.00	2.00	76,638	76,638
Rehabilitation Services Officer	1.00	1.00	1.01	95,422	95,422
Secretary	5.00	5.00	5.00	203,611	203,611
Security Officer II – NC	1.50	1.50	1.50	50,554	50,582
Senior Accountant	1.00	1.00	1.00	67,140	70,374
Senior Animal Control Officer	3.00	3.00	2.00	143,910	98,758
Stock and Receiving Clerk	-	-	1.00	-	27,004
Storekeeper II	1.00	1.00	1.00	38,448	40,438
Vector Control Specialist I	2.00	2.00	2.00	80,697	82,831
Vector Control Specialist II	1.00	1.00	1.00	45,819	45,819
X-Ray Technician	1.00	1.00	1.00	44,662	44,662
<b>Subtotal Salaries</b>	489.33	486.08	451.04	22,048,766	20,796,153
<b>Overtime</b>	---	---	---	---	---
<b>Fringe Benefits</b>	---	---	---	7,331,505	10,766,103
<b>Administrative Overhead</b>	---	---	---	980,686	773,663
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	489.33	486.08	451.04	30,360,957	32,335,917